

GOVERNMENT OF PUDUCHERRY
COMMERCIAL TAXES DEPARTMENT

-:-

No.A.12016/1/CTD/Estt/A1/2013

Pondicherry, 17th February, 2014

NOTIFICATION

Applications are invited from the eligible Indian citizens who are Natives/Residents of the Union Territory of Puducherry for the Open Written Competitive Examination for Direct Recruitment to the post of **Assistant Commercial Tax Officer** in the Commercial Taxes Department, Puducherry.

Name of the Post , Scale of Pay / Pay Band	Number of vacancies	Break up of reservation				
		Vertical				Horizontal
		Unreserved	Other Backward Class	Most Backward Class	Scheduled Caste	Ex-Servicemen
Assistant Commercial Tax Officer (Group `C') Pay Band Rs.5200 – 20200 + Grade Pay of Rs.2800	8	5	1	1	1	1

Note: 1. The vacancies notified are existing as well as anticipated. However, the Government reserves the right either to enhance or to reduce the number of vacancies notified depending upon the actual requirement at the time of selection and also to cancel the recruitment process. No interim enquiry will be entertained.

2. The provision of reservation (vertical and horizontal) will be according to the guidelines issued by the Government of India / Government of Puducherry.

MINIMUM EDUCATIONAL QUALIFICATION:

- i) Degree in Law; **or**
- ii) Master's Degree in Commerce (**or**) Economics; **or**
Corporate Secretaryship; **or**
- iii) A qualified Chartered Accountant.

Note: i) Qualification obtained after 19-03-2014 at 17.45 hours shall not be considered.

ii) Attested photocopy of Educational qualification to be enclosed along with computer generated online application.

AGE LIMIT: Not exceeding 32 years as on 19-03-2014 which is also the last date for generation of on-line application. Age limit is relaxable in respect of Scheduled Castes (SC), Other Backward Class (OBC), Most Backward Classes (MBC), Ex-servicemen (XSM), Widows/ Divorced Women/ Women judicially separated (from their husbands and who are not re-married) and in-service officials as detailed below:

Category	Relaxation of Upper Age Limit
Scheduled Caste	5 years
MBC/OBC	3 years
Ex-Servicemen	Length of service in Armed Forces of Indian Union plus 3 years
Widows / Divorced Women/ Women judicially separated from their husbands and who are not re-married.	5 years (in respect of reserved applications, over and above the admissible relaxation of 5 years for SC and 3 years for MBC/OBC)
In-service officials	Relaxable for Government servants upto 40 years (45 years for SC) in accordance with the instructions or orders issued by Central Government, provided such Government servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made.

NATIVITY / RESIDENCE / COMMUNITY CERTIFICATES:

Those who are the native of Union Territory of Puducherry and Residents by continuous residence in the U.T. for the last 5 years immediately preceding the date of notification only are eligible to apply for the posts. The applicants should furnish attested copies of Nativity/Residence & Community Certificates issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar along with the online generated application. (The Certificate should have been issued within one year preceding the date of notification of the recruitment).

- Note:** (i) The selected candidates should submit fresh Nativity / Residence & Community Certificates (origin status) issued after the publication of Notification of results, issued by an Officer of the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar.
- (ii) Applicants producing caste/community certificate with migrant status shall not be considered under Reserved category and they will be considered under Unreserved/General Category only subject to fulfillment of eligibility criteria.

Ex-servicemen:

The applicants, who have to apply against the horizontal reservation provided for Ex-servicemen, should necessarily submit the relevant certificates issued by the Department of Sainik Welfare, Puducherry alongwith related records in the **prescribed** format only. Certificates received from any other authority will not be accepted.

Widows / Divorced Women / Women judicially separated:

Widows / Divorced Women / Women judicially separated from their husbands and who are not re-married should submit a certificate obtained from the Department of Revenue and Disaster Management not below the rank of Deputy Tahsildar to the effect that they have not re-married at the time of applying / joining the post, if they are selected.

MODE OF RECRUITMENT:

(a) The vacancies in the above said post will be filled up through an Open Written Competitive Examination. The Question paper will be of Degree standard of objective type consisting of single part in forenoon session with duration of 2 hours having 100 questions carrying one mark for each question from General English, General Mathematics, General Science, Indian History and Geography, Indian Economics, Constitution of India, General Knowledge, Current affairs and knowledge in the operation of computer (theory only). **Negative mark of 0.25 will be deducted for every wrong answer. Multiple answers for a question will be treated as a wrong answer.** Candidates are therefore, **advised to keep this aspect in mind while answering the questions.**

(b) The Question paper will be in bi-lingual (except for General English) i.e., in English and in any one of the regional languages namely, Tamil or Malayalam or Telugu. Therefore, the candidates should **indicate the choice of the language in which they prefer to write the examination, in the on-line application.**

(c) Answering is in the form of shading the correct answer by using Blue/Black Ball point pen only and the applicants are permitted to take the carbon copy of their answer sheet along with their question booklet.

Note: Merit list will be drawn based on the marks obtained by the applicants in the respective category in the Open Written Competitive Examination and there will be no personal interview.

HOW TO APPLY & LAST DATE FOR RECEIPT OF ONLINE GENERATED APPLICATION:

Applicants fulfilling the eligibility criteria as mentioned above may apply on online only through the website <https://recruitment.puducherry.gov.in> from 17-02-2014 (10.00 a.m.) to 19-03-2014 (05.45 p.m.) and submit the online generated application duly signed along with attested copy of certificates of educational qualification, nativity/residence/community to this Department on or before 26-03-2014 (05.45 p.m.) by '**Registered Post with Acknowledgement Due**' duly superscribing on the cover as "**APPLICATION FOR OPEN WRITTEN COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO THE POST OF ACTO**" to the below mentioned address.

The Deputy Commissioner (CT),
Commercial Taxes Department,
1st Floor, Commercial Taxes Complex,
100 Feet Road, Ellapillaichavady,
Pondicherry – 605 005.
Puducherry UT

Applicants working in this Administration (in-service candidates) should also apply **only** through online in the official website <https://recruitment.puducherry.gov.in> on or before 19-03-2014 (5.45 p.m.) and send the online generated application along with attested copy of the certificates through their respective Head of Departments / Offices within the due date **i.e. on or before 26-03-2014 (05.45 p.m.)** to the above mentioned address.

Note: (1) Applicants should register **one online application form only.**

(2) Online generated application duly signed along with photocopy of the Attested certificates for educational qualification, nativity/residence and community should be sent to the above mentioned address. Online generated applications received **without** the certificates of education qualification, nativity / residence and Community will be **rejected.**

(3) Online generated applications received after the due date and time i.e. received after 05.45 p.m. on 26-03-2014 will be summarily rejected.

DATE OF EXAMINATION:

The Open Written Competitive Examination for Direct Recruitment to the post of Assistant Commercial Tax Officer will be held on **22-06-2014 (Sunday) between 10.00 a.m. and 12.00 noon.**

VENUE OF EXAMINATION:

The Open Written Competitive Examination for Direct Recruitment to the post of Assistant Commercial Tax Officer will be held only in Pondicherry region. The exact venue will be intimated in due course.

GENERAL INSTRUCTIONS TO THE CANDIDATES:

Applicants should read the following instructions carefully before applying:

1. Mode of applying for the Open Written Competitive Examination for Direct Recruitment to the post of **Assistant Commercial Tax Officer** is **through online only**.
2. Avoid registering multiple online applications and register only a single application. All multiple online applications may be cancelled.
3. **(a) Photograph:** Applicants are instructed to scan their recent passport size colour Photograph with 150 dpi resolutions in JPG image file format [maximum file size: 150 kb and dimension (width x height): not less than 220 x 270 pixels] and use it to crop while applying through online.
(b) Signature: Applicants are instructed to scan their Signature (use Black ink) with 150 dpi resolutions in JPG image file format [maximum file size: 150 kb and dimension (width x height): not less than 325 x 125 pixels] and use it to crop while applying through online.
Note: Photograph & Signature may be scanned together in an A4 sheet.
4. Separate photograph of the applicant is not required to be sent along with the online generated application.
5. Applicant's details as indicated in the online application are final and cannot be altered later.
6. Attested photocopy of certificates for educational qualification, nativity/residence/community to be enclosed along with the online generated application.
7. Applicant should note the **computer generated unique Application Number** and should quote the same in all further correspondences to know his/her status of the application and also to get his/her hall ticket through online.
8. Applicants are advised to have a copy of the online generated application for his/her reference.
9. Online generated applications received after the due date and time i.e. received after 26.03.2014 (05.45 p.m.) will be summarily rejected.
10. Only after verification of the duly signed online generated application received from the applicants within the due date and time, Hall Tickets will be generated for issue. Applicants who have not submitted online generated application within the prescribed time shall not be considered for the recruitment examination.
11. Copy of all the notifications will be published in the website **<https://recruitment.puducherry.gov.in>** and information to such notification will be given through regional News dailies. Applicants are advised to watch the above website and News dailies regularly for information.

12. All original certificates are required to be produced **only** at the time of verification of certificates after the notification of results of the recruitment examination.
13. A separate press note will be issued in leading regional dailies regarding the issue of Hall tickets through online to all the eligible applicants. The applicants can take the print-outs of their Hall Ticket in the website <https://recruitment.puducherry.gov.in> by using the unique Application Number generated while applying for the posts through online.
14. The applicants are advised to check the website to know the reasons for the rejection of their application.
15. The decision of the Government as to the eligibility or otherwise of the applicant for admission to the examination shall be final.
16. The admission to the examination is only provisional. Success in the examination confers no right to appointment. The appointment is subject to verification of educational qualification / Nationality / residence / community and any other special category claimed by the individual and also verification of character and antecedents and physical fitness.
17. Since, it is online application, **change of data will not be entertained in future under any circumstances.** The applicants shall note this condition before they opt to fill up the data in the respective field.
18. No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their Application / Hall Ticket etc. through online only.
19. Change of Address, if any, after submission of application should be intimated immediately to the Department or otherwise the Department will not be responsible for any delay / non-delivery of letters.
20. No request for change of Examination Centre / change of choice of the language to write the examination will be entertained.
21. T.A. to SC candidates for attending the Written Competitive Examination for Direct Recruitment to the post of ACTO in Pondicherry Region from outlying regions, will be paid Second Class rail fare excluding reservation / sleeper charges, or Bus fare, to and fro, subject to the condition that the fare for the first 30 kms will be borne by the candidates and they have to produce the Original Tickets. The above concessions are not admissible to those candidates who are already in Central / State Government service.
22. The answer key will be published in the website <https://recruitment.puducherry.gov.in> after completion of the Examination process.
23. The applicants working in Government Departments/Offices (In-service applicants) in this administration should forward the on-line generated application along with the attested copies of the certificates to this Department through their respective Head of Departments / Offices within the prescribed date and time. **Advance copy should not be sent and it will not be considered.** Delayed submission of online generated application of in-service applicants will result in rejection of such application.

24. HELP LINE:

For any clarification, if needed in filling online application, please contact the following helpline number on all working days between 10.30 a.m. and 5.00 p.m.

Telephone: 0413 2206979 & 0413 2203055 (Extn. 317)


(L. KUMAR)
DEPUTY COMMISSIONER (CT)