

## **Deputation/Short Term Contract Circular**

The Government of Kerala has restructured the State GST Department vide G.O. Ms. No. 55/2022/TAXES dated 02.08.2022 to achieve the objectives of enhancing revenue, better taxpayer services, promoting ease of doing business, and increasing professionalism and specialization. The above-mentioned Government Order has also created deputation/short-term contract posts in various verticals in the State GST Department.

Applications are invited for filling up the posts in the following wings of the State GST Department:

### **A. Tax Research and Policy Cell**

**1. Name of post:** Senior Data Analyst/Senior Scientist

**Number of posts:** 3 (three)

**Location of posting:** Thiruvananthapuram

**Upper Age Limit:** 65 years as on 01.08.2024

#### **Brief description:**

The Senior Data Analyst/Senior Scientist is expected to support the Data Analytics wing of the Tax Research and Policy Cell. Senior Data Analyst/Senior Scientist will play a crucial role in analysing, interpreting, and visualizing GST collection and sectoral data to guide strategic decisions. This position requires someone with a strong background in data analysis, statistical methods, and a thorough understanding of the Goods and Services Tax (GST) regime. Prospective candidates from academia, research institutions, think tanks, government departments etc. from both public and private sectors are encouraged to apply for this post.

#### **Responsibilities:**

1. Analyze and interpret complex data related to GST collection, identifying trends, patterns, and insights that could aid in policy decision-making.
2. Generate regular and ad-hoc reports and

presentations on GST collection and sector-wise data for various stakeholders.

3. Collaborate with various department teams to understand data requirements and ensure the data quality and accuracy of reports.
4. Develop, maintain, and improve databases, data collection systems, and strategies that optimize efficiency and data quality.
5. Use predictive modeling to increase and optimize taxpayer experiences, revenue generation, and other business outcomes of the department.
6. Implement new data analysis methodologies and machine learning techniques.
7. Stay updated on the latest industry trends and changes in GST rules and regulations.

### **An indicative list of Qualifications:**

1. Bachelor's or master's degree in data science, Statistics, Economics, Finance, Computer Science, Engineering, or a related field.
2. Experience in data analysis or a related field. Experience in the government sector or finance-related role is a plus.
3. Strong knowledge of Goods and Services Tax (GST) regime would be an advantage.
4. Proficient in data analysis tools and software such as SQL, Python, R, Tableau, Power BI, etc.
5. Advanced skills in Excel.
6. Experience in statistical analysis, quantitative analytics, forecasting/predictive modeling, multivariate testing, and optimization algorithms.
7. Strong problem-solving skills and attention to detail.
8. Excellent communication skills in English and Malayalam, both written and verbal.

### **Desired Personal Attributes:**

1. Proactive with a strong sense of initiative, able to work well under pressure and manage multiple tasks

simultaneously.

2. Able to work both independently and collaboratively within a team.
3. Strong analytical mind with a strategic ability.
4. Excellent communication, presentation, and interpersonal skills.

Note: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

**Pay and other details:** The position has a salary of Rs 1.5 Lakhs per month (consolidated).

For candidates from Government departments/public sector, the pay and other allowances will be equal to the pay drawn in their parent organization plus any allowances and other amounts as allowed by the Government of Kerala. For candidates who have retired from government service or in the case of those who receive a pension, the pay will be as per government norms.

**2. Name of post:** Data Analyst/Scientist

**Number of posts:** 3 (three)

**Location of posting:** Thiruvananthapuram

**Upper Age Limit:** 50 years as on 01.08.2024

**Brief description:**

The Data Analyst/Scientist is expected to support the Data Analytics wing of the Tax Research and Policy Cell. They will interpret and analyze GST data from various sources, helping better understanding of revenue patterns, sectoral trends, and the impact of tax policies. A solid understanding of Goods and Services Tax (GST) regime and a strong command over data analysis tools will be vital for success in this position.

Prospective candidates from academia, research institutions, think tanks, government departments etc. from both public and private sectors are encouraged to apply for this post.

**Responsibilities:**

1. Analyze, process, and interpret complex data related to GST collection, identifying trends, patterns, and insights that can assist in policy formulation.
2. Generate standard and custom reports detailing GST collection and sector-wise data for stakeholders, such as departmental heads and government officials.
3. Ensure the quality and accuracy of data by cleaning, validating, and cross-checking against other reliable sources.
4. Collaborate with other teams within the department to understand and cater to their data requirements.
5. Utilize statistical tools to interpret data sets, paying particular attention to trends and patterns that could be valuable for diagnostic and predictive analytics.
6. Support the creation of new data analysis methodologies.
7. Stay updated on the latest industry trends, changes in GST rules and regulations, and advancements in data analysis tools and techniques.
8. Analyze and interpret complex data related to GST collection, identifying trends, patterns, and insights that could aid in policy decision-making.

### **Indicative list of Qualifications:**

1. Bachelor's degree in Data Science, Statistics, Economics, Finance, Computer Science, Engineering, or a related field.
2. Experience in a data analysis role. Experience in the government sector or finance-related role is a plus.
3. Knowledge of the Goods and Services Tax (GST) regime.
4. Proficiency in data analysis tools and software, such as SQL, Python, R, Tableau, etc.
5. Good skills in Excel
6. Experience in statistical analysis, quantitative analytics, and forecasting.
7. Strong attention to detail and excellent problem-solving skills.
8. Good communication skills in English and Malayalam, both written and verbal.

### **Desired Personal Attributes:**

1. Ability to work well under pressure and manage multiple tasks simultaneously.
2. Capability to work both independently and collaboratively within a team.
3. Strong analytical mind with a strategic ability.
4. Good communication, presentation, and interpersonal skills.

Note: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

**Pay and other details:** The position has a salary of Rs 1 Lakh per month (consolidated)

For candidates from Government departments/public sector, the pay and other allowances will be equal to the pay drawn in their parent organization plus any allowances and other amounts as allowed by the Government of Kerala. For candidates who have retired from government service or in the case of those who receive a pension, the pay will be as per government norms.

## **B. Intelligence Headquarters**

### **1. Name of post: Senior Investigator**

**Number of posts:** 3 (three)

**Location of posting:** Flexible throughout the state

**Upper Age Limit:** 65 years as on 01.08.2024

#### **Brief description:**

The Senior Investigator will play a pivotal role in strengthening the investigations related to Goods and Services Tax (GST) compliance within Kerala state. This role will require extensive knowledge of the GST regime, superior investigative skills, the ability to lead and mentor a team, and the capacity to liaise with various government bodies.

Prospective candidates with experience in other investigating and intelligence agencies of Central Government and State Government are encouraged to apply for this post.

#### **Responsibilities:**

1. Guide and oversee the activities of the investigative team, ensuring investigations are conducted in a timely, efficient, and effective manner.
2. Develop and implement strategies for intelligence gathering, conducting searches, and preparing detailed investigation reports.
3. Mentor and train junior investigators, providing them with the tools and knowledge required to conduct

- investigations effectively.
4. Ensuring that investigation reports are thorough, accurate, and completed in compliance with departmental and legal standards.
  5. Maintain a high level of knowledge about the latest trends and developments in the GST regime.
  6. Develop and maintain relationships with other GST departments, law enforcement agencies, and relevant external organizations.
  7. Ensure all investigations are conducted ethically, professionally, and in accordance with established policies and procedures.

### **Qualifications:**

1. Minimum 7 years of experience in investigation or law enforcement, preferably in the financial sector or government.
2. Extensive knowledge of Goods and Services Tax (GST) regime will be a plus.
3. Proven experience in leading and mentoring a team.
4. Excellent investigative and problem-solving skills with a proven ability to analyze complex situations and data.
5. High level of confidentiality.

### **Personal Attributes:**

1. Strong leadership and team management skills.
2. Excellent interpersonal skills.
3. Resilience and ability to work under pressure.
4. Exceptional organizational and multitasking skills.
5. Ability to maintain high level of confidentiality and professionalism at all times.

**Pay and other details:** The position is expected to be filled only from among serving and retired officers of Central and State Government. For serving officers, the

pay and other allowances will be equal to the pay drawn in their parent organization plus any allowances and other amounts as allowed by the Government of Kerala. For candidates who have retired from government service or in the case of those who receive a pension, the pay will be as per government norms.

The number of posts is tentative and subject to variation. The appointment to the above posts shall be for an initial period of one year extendable for another year based on review.

The TA for these posts will be as per the grade fixed for these posts. The grade of Senior Investigator, Senior Scientist and Senior Data Analyst posts are fixed at par with that of Deputy Commissioner and the grade of Scientist and Data Analyst is fixed at par with that of State Tax Officer.

They shall be required to discharge all duties assigned to them by the officer to whom they report. Income tax, TDS and other statutory deductions shall be deducted from the payments due. The employment arrangement can be terminated with one month's notice from the side of the Government or the contract employee. In case of proven misconduct, the department reserves the right to terminate the employment arrangement with immediate effect without the one-month notice period.

Application in the prescribed proforma along with ACRs/APARs of the previous five years, along with vigilance clearance certificate (for serving officers), last drawn pay slip and details of pension drawn should be forwarded to the Commissioner, State GST Department, Tax Towers Karamana, Thiruvananthapuram. (email: [cstintadm.sgst@kerala.gov.in](mailto:cstintadm.sgst@kerala.gov.in)). The applications should reach latest by 31<sup>st</sup> August 2024. Applications of only those officers who are willing and eligible may be forwarded. Incomplete applications shall not be considered.

The selection process for the above posts may involve an evaluation through the write-up given as a part of the application form, or a personal interview of the candidates,

or both as decided by the Commissioner.

COMMISSIONER  
State GST Department

All Ministries and Departments under the Central  
Government

All Departments under the State Government

Chairman CBIC with a request to host it on the CBIC  
website

Notice Board and website

## APPLICATION FORMAT

1. Name of post applied for:
2. (a) Name in block letters \_\_\_\_\_  
(As per the High School certificate)
- (b) Father's / Husband's Name \_\_\_\_\_  
(Please (  ) tick whichever is applicable)
- (c) Complete Address for correspondence communication in block letters
 

House No.	:	
Street Name	:	
City	:	
District	:	
State	:	
Pin Code	:	
- (d) E-mail ID : \_\_\_\_\_
- (e) Contact No.      Residence      Office      Mobile      Fax
3. Date of Birth & Age, as on closing date \_\_\_\_\_ (\_\_\_\_ Years)
4. (a) Gender:-                      Male          Female
- (b) Marital status: -      Married       Unmarried
- (Please (  ) tick whichever is applicable)
5. Educational Qualifications (From 10th onwards in chronological order)  
(For Senior Data Analyst/Data Analyst/Senior Scientist/Scientist)

## 6. Details of work experience

7. Brief writeup explaining your suitability towards the post applied for

(Signature of candidate)

### Declaration

I hereby declare that I have carefully gone through the qualifications, experience and general instructions as mentioned in the advertisement notifying the vacancy and certify that, the particulars given by me are correct and true to the best of my knowledge. I am well aware that the application proforma duly signed by me will be assessed at the time of selection for the post. In case, any information is found to be false at any stage, even after the appointment, my candidature/services may be terminated without notice or any compensation in lieu thereof.

Date:

Signature