



# SERVICE COMMISSIONS DEPARTMENT

## ONLINE APPLICATION

### INSTRUCTIONS TO APPLICANTS

#### ADVERTISEMENT

DEPUTY DIRECTOR GENERAL - ENFORCEMENT (GROUP 2B),  
ENFORCEMENT DIVISION, TRINIDAD AND TOBAGO REVENUE AUTHORITY, MINISTRY OF  
FINANCE

1. In keeping with Regulation 15 of the Public Service Commission Regulations, suitably qualified persons are invited to submit an application for the above mentioned office.
2. Applications **MUST** be submitted **Online Only** on or before but no later than 26<sup>th</sup> February, 2025 at 4:15 p.m. local time.
3. In order for an application to be considered *complete* and the applicant therefore *eligible*, the following are required:
  - detailed information and relevant experience as it pertains to the office advertised should be clearly outlined in the Curriculum Vitae and uploaded in the manner prescribed;
  - ensure a **VALID telephone number, postal address and email contact** are provided; and
  - all scanned documents must be legible.

Pre-Screening

Checklist

Online Application Form

4. All documents **MUST** be scanned in a Portable Document Format (PDF) in black/white with a file size of no greater than 5Mb each before proceeding to the **Online Application Form**: The documents must be attached and named as follows: **[Your First Name and Last Name] - [Title of document]**:

Birth Certificate

***N.B.:** If the Birth Certificate does not carry a Given Name or the name stated on the Birth Certificate is incorrect in any way, an Affidavit must be provided;*

Affidavit pertaining to any omission of name from Birth Certificate or any other legal documents;

Deed Poll/Legal Documents pertaining to any change/omission of name;

Documentation showing proof of citizenship (*if not born in Trinidad and Tobago*);

Marriage Certificate (*if required*);

One (1) Form of Identification (National ID/Passport/Driver's Permit);

Updated Curriculum Vitae;

Academic Certificates (*each certificate must be scanned separately*).

Certificate of Character/ Receipt (Persons holding permanent/temporary appointment are not required to submit).

5. Once all documents listed above at (4) of these Instructions are scanned and saved, proceed to complete the **Online Application Form** [HERE](#).

6. On completion and submission of your Online Application Form, you will receive a notification, within 24-48 hours, with an **APPLICATION ID** and an attached Online Application PDF via the email address that you have provided. This **APPLICATION ID** should be referenced if making enquires to the Service Commissions Department via email to [scdrecruit@gov.tt](mailto:scdrecruit@gov.tt).

7. Applicants are advised to check the Service Commissions Department's website regularly for updates.

***N.B.:*** Applicants who have been shortlisted to be interviewed will be required to present all original documents for verification.



Pre-Screening



Checklist



Online Application Form