



GOODS AND SERVICES TAX NETWORK

566/CRU
2/3/22

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CIN: U72200DL2013NPL249988

No. SUP-120213/1/2017-GSTN (PT.VII)

Date: 28th February 2022

To:

The Commissioner, Trade Tax,
Govt. of NCT Delhi, Bikrikar Bhawan,
I.T.O., Indraprastha Estate,
New Delhi - 110 002

e-1082658/cust
04/03/22
4444/IT 1151/SCIT-III
09/03/2022 04/03/22

Sub: Request for sponsoring eligible and willing Officers for appointment of an AVP in the Services Vertical of Goods and Services Tax Network (GSTN), New Delhi on deputation basis.

Sir,

1. The Goods and Services Tax Network (GSTN) intends to fill up the positions of an **Assistant Vice President (Services)** on deputation basis from amongst eligible and willing Tax Officer of the Government of India/State Governments/PSUs.
2. The basic eligibility criteria for the above position is detailed in **Annexure-I** to this letter. The detailed Eligibility, Experience, Pay Scale and Perks attached to the above position is enclosed as **Annexure-II** to this letter.
3. I would request you to please circulate the vacancy to all Tax Officers under your control and to forward the names of eligible and willing officers possessing relevant experience for consideration for the above position. You are also requested to send the application along with the attested copies of their last 5 years' APARs/ACRs, Cadre Clearance and Vigilance Clearance to us at the earliest, and preferably by **31st March 2022**.

Yours faithfully,

Dheeraj Rastogi

(Dheeraj Rastogi, IRS)

Officiating Executive Vice President (Support)

2255/ACT-1

04/3/22 1368

Date 8/3/22

HR Branch (T&T)

Encl.: Annexures

7/3/21

Ms. Preeti / Mr. Ajay

Send a copy to EDP Cell for uploading on the web site of Dept. of T&T.

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9.3.22
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Annexure-I

Sl. No.	Name of the Post	Personnel required	Pay Level in Government (Rank)	Deputation Criteria
1.	Assistant Vice President (AVP)	1	11 (Under Secretary)	<p>(i) (a) holding analogous posts at level 11 on regular basis in the parent cadre or department; or (b) having 5 years' experience in Level-10 on regular basis in the parent cadre or department for directly recruited Group 'A' Officers or (c) having 20 years in government service and serving in Level-10 on regular basis in the parent cadre or department for officers promoted from Group 'B' to Group 'A'.</p> <p>Desirable:- Possessing 5 years or more of experience in Taxation/Finance/business process automation or IT. Experience of working in the domain of GST would be desirable but not necessary.</p> <p>Note.- The Maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>

Annexure-II

Assistant Vice President - Services

Role	AVP (Services)
Reporting to	SVP (Services/GST Common Portal)
Function	Services
Grade	G5

Role Description

The role holder would be responsible for understanding the GST policy/processes related to Services which include GST Common Portal (Core Services-Registration, Returns, Payment & Back End Services-IGST settlement and others), Value Added Services, Tax Payer Profiling Utility and providing inputs (business requirements) to the Technology team for system implementation/upgradation.

Key Responsibilities

Stakeholder Relationship Management

- ▶ Stakeholders Identification
 - Identify the pool of external stakeholders, comprising of Senior Officials of the different tax administrations/ competent authorities to be collaborated with for adoption of GSTN services (i.e. Core and Cafeteria/Value Added)
 - Collaborate with the pool of internal stakeholders.
- ▶ Stakeholder Need Identification and Relationship Management
 - Develop effective processes and mechanisms for understanding and capturing the needs of stakeholders from Services.
 - Build relationships, liaison and conduct discussions with Officials of different tax administrations/ competent authorities, to proactively understand their needs and expectations from GSTN Services (i.e. Core and Value Added).
- ▶ Feedback Gathering and Grievance Redressal
 - Review the requirements of stakeholders on an ongoing basis by collecting feedback in a process oriented and structured manner.
 - Identify the common trends in requirements and grievances; Ensure resolution of the same in a timely manner.

Operations

- ▶ Work on following areas after understanding the requirements related to the specific area assigned
 - GST Common Portal (Core Services) i.e. Registration, Returns and Payment.
 - Value Added Services i.e. state specific set of services, Reports/ MIS for each of the functionality modules (registration, tax payment and returns) etc.
- ▶ Back End Services (IGST settlement and Others).
- ▶ Ensure alignment of finalized GSTN applications and services with the stakeholders' needs.
- ▶ Obtain inputs from the sub function heads (i.e. Core Services, Value Added, TPP etc.) on a periodic basis to understand the change requests/ additional requirements from services and share the same with the Head of Technology for making required changes in the applications and systems.
- ▶ Ensure requisite awareness and support to the stakeholders who are adopting/ using GSTN services through Outreach and Capability Building cell.
- ▶ Ensure information adequacy and accurate information analysis by Tax payer profiling utility.

Others

- ▶ Ensure timely preparation of MIS and Status Updates for circulation to the Top Management and other authorities as may be required.

Key Interfaces

External:	Internal:
<ul style="list-style-type: none"> ▶ External stakeholders (tax authorities and tax payers) 	<ul style="list-style-type: none"> ▶ EVP (Services)/SVP (GST Common Portal) ▶ Internal Departments like Technology; MIS & Analysis; Customer Services

Key Attributes & Skills

(a) Serving Officers of the Indian Revenue Service (Customs & Central Excise) [IRS(C&CE)] or State Commercial Tax Departments currently in Levels 10/11 of the Pay Matrix approved as per CCS (Revised Pay) Rules, 2016.

(b) The maximum age limit would be 56 years as on last date of receipt of applications for serving personnel.

(c) Experience of 5 years or more in indirect tax (GST, Central Excise, Customs, VAT, Sales Tax etc.) policy formation and implementation, Business Intelligence.

Pay & Allowances

Pay Level: Pay of the selected Officer will be fixed in Level 11 of the Pay Matrix. The Allowances will be as per GSTN's policy including House Rent Allowance of Rs. 50,000/-, Medical reimbursement, LTA, Child Education Allowance, Telephone reimbursement, Leave Salary & Pension Contribution, Performance Linked Incentive (up to 50% of Basic Pay + DA) etc.

Note: *GSTN is not an eligible office under the General Pool Accommodation of the Directorate of Estates, Government of India*
