

F. No. A. 35017/65/2018-Ad.II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Indirect Taxes & Customs)

North Block, New Delhi
Dated: 20th June, 2018

To

All Principal Chief Commissioners/ Principal Directors General/
Chief Commissioners / Directors General under
Central Board of Indirect Taxes and Customs.

**Subject: - Request for sponsoring eligible and willing officers for appointment as
VP/AVP in the Services Vertical of the Goods and Services Tax
Network (GSTN), New Delhi to be filled on deputation basis –reg.**

Sir/Madam,

Goods and Services Tax Network (GSTN), vide letter No. SUP-120213/1/2017-GSTN dated 12.06.2018, has invited nominations for filling up 4 positions of Vice President/Assistant Vice President in Services Vertical of GSTN on deputation basis from amongst eligible and willing officers of the Government of India/State Governments (**Copy enclosed**).

2. It is requested that the above post may kindly be circulated among the eligible officers under your charge and duly filled in applications of willing and eligible officers, **duly authenticated**, may be forwarded through proper channel to the Board latest by **29.06.2018** after verifying the particulars furnished by the applicants and it may be ensured that the same are correct before the application is forwarded to the Board.

3. *It may please be noted that no further action will be taken on advance copies and on the applications received without proper authentication/verification or received after 29.06.2018.*

Yours faithfully,


(Jai Prakash Sharma)
Consultant (Ad.II)
Tel: 23095520

Encls: As above

Copy to: The Website Manager, Directorate of Systems, New Delhi with the request to put the above circular in the Department's Website.



GOODS AND SERVICES TAX NETWORK

CH(1C) on leave

MCA) in meeting

- Commr (Co-ops) / Ad II

Ats No. 843229/18

4th Floor, Worldmark 1, East Wing, Asset 11,
Hospitality District, Aerocity, New Delhi-110037
Tel: 011-49111200, Fax: 011-49111210
Email: info@gstn.org.in, Website: www.gstn.org
CIN: U72200DL2013NPL249988

No. SUP-120213/1/2017-GSTN

Date: 12th June 2018

To:

Ms. Vanaja N. Sarna
Chairperson, C.B.I.C.,
Deptt of Revenue,
Ministry of Finance,
North Block, New Delhi-110001.

we may circulate

Cons (Ad II)

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[Signature]

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

Madam,

1. The Goods and Services Tax Network (GSTN) intends to fill **04 (four)** positions of **Vice President/Assistant Vice President (Services)** in the Services Vertical of GSTN on deputation basis from amongst eligible and willing Tax Officers of the Government of India/State Governments.
2. For the position of Vice President and Assistant Vice President, officers working in Level 12 and Level 11 respectively are eligible to apply. The detailed Eligibility, Experience, Pay Scale and Perks attached to the above positions are enclosed as **Annexure**.
3. I would request you to please forward the names of eligible and willing officers possessing relevant experience for consideration for the above positions, along with the attested copies of their last 5 years' APARs/ACRs and Vigilance Clearance to us at the earliest, and preferably by **7th July 2018**.

Yours faithfully,

[Signature]

(Dr. Abhishek Gupta, IAAS)
Executive Vice President (Support)

2.06.18

Encl.: Annexure

Copy to:

1. Finance (Secretary), Deptt of Revenue,
Ministry of Finance,
North Block, New Delhi-110001.
2. Joint Secretary (Admn), C.B.I.C., -
Deptt of Revenue, Ministry of Finance,
North Block, New Delhi-110001.

with request to get the details of vacancy
uploaded on C.B.I.C. website

(Dr. Abhishek Gupta, IAAS)

Vice President/Assistant Vice President (Services)

Role	VP/AVP (Services)
Reporting to	SVP (Services/GST Common Portal)
Function	Services
Grade	G4/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:
▶ External stakeholders (tax authorities and tax payers)	▶ 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 Level 11/12 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.
- (c) Experience of 5-10 years in indirect tax (GST, Central Excise, Customs, VAT, Sales Tax etc.) policy formation and implementation.

Pay & Allowances

For those in Level 11: Pay of the selected Officer will be fixed in Level 12 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.

For those in Level 12: Pay of the selected Officer will be fixed in Level 13 of the Pay Matrix. The Allowances will be as per GSTN's policy including House Rent Allowance of Rs. 60,000/-, 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*
