

F. No. SUP-120213/1/2017-GSTN-VOL-XIX

Date: 14.01.2026

To,

Chief Secretary of Maharashtra,
Mantralaya, Mumbai - 400032

Subject: Request for sponsoring eligible and willing Officers for appointment for the post of Executive Vice President (Services) in the Goods and Services Tax Network (GSTN), New Delhi on deputation basis - Regarding.

Dear Madam/Sir,

Goods and Services Tax Network (GSTN) is a Section 8, not for profit, 100% Government owned company, tasked with development and maintenance of Indirect Taxation platform for GST to help taxpayers in India to prepare, file returns, make payments of indirect tax liabilities and perform other compliances. It provides IT infrastructure and services to the Central and State Governments, taxpayers and other stakeholders for implementation of the Goods and Services Tax (GST) in India.

2. The Goods and Services Tax Network (GSTN) proposes to fill up the position of **Executive Vice President (Services)** on deputation basis from amongst eligible and willing Officers of the Government of India/State Governments/PSUs.

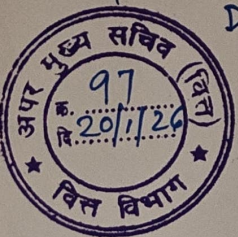
3. For the position of Executive Vice President (Services), officers working in Level 14 on regular basis in the parent cadre or department or having five years' experience in Level-13 on regular basis in the parent cadre or department AND overall 18 years of service at Group 'A' in the Government are eligible to apply.

4. I would request you to please circulate this vacancy to all the 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 applications along with the attested copies of their last 5 years' APARs/ACRs and Vigilance Clearance to us at the earliest and preferably by **16th February 2026**.

5. This issues with the approval of Chief Executive Officer, GSTN.

Encl: As above.

Pramod Kumar
Yours faithfully,
(Pramod Kumar)
Executive Vice President (Services)



अ.मु.स (वि.सु.)
क्रमांक : 58
दिनांक : 21/01/26

Circulate to all eligible officers in GST office.

*To, Tax-I
Pls. Send it to
Asst. Secy-
22/1/26*

Executive Vice President (Services)

Role	Executive Vice President (Services)
Reporting to	CEO
Function	Services
Level	L2
Grade	G2

Role Description:

To design the overall strategy for Services and lead the creation of processes that enable effective interface between the GST Policy/ Process Groups and the Technology team.

The role holder would also 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, Outreach and Capability Building, Tax Payer Profiling Utility and providing Inputs (business requirements) to the Technology team for system implementation.

Key Responsibilities

Strategy Design and Implementation

- Design the overall strategy for services and lead the creation of processes for Services, in consultation with the CEO, to support GSTN in meeting its objectives.
- Plan the departmental budget for all Services functions during the internal budgeting exercise, after reviewing the inputs received from Heads of various sub functions (like common portal, value added etc.)

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 Value Added)
Collaborate with the pool of internal stakeholders, comprising of Head of Technology, Head of Strategy, MIS & Analysis and Head of Customer Service, whose inputs would be taken to continuously strengthen the Services function.
- Stakeholder Need identification and Relationship Management
Strategize the effective processes and mechanisms for understanding and capturing the needs of stakeholders from Services
Build relationships, liaison and conduct strategic discussions with Senior 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

- Basis the identified needs of the stakeholders and GSTN strategic imperatives, create a business requirement document (BRD) which would act as an input for functional specification creation by technology team; Ensure that BRD includes (but not limited to) the following requirements:

GST Common Portal (Core Services) i.e. Registration (like Registration of existing/ new dealers, Registration amendment etc), Returns (like GST Return Form design, GST Returns process etc.) and Payment (like Design of GST challan form and reconciliation mechanism, Interface between taxpayers, tax authorities, banks and accounting authorities etc.)

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) i.e. defining of the modalities information exchange between GST Common Portal and all other interfacing systems of stakeholders to ensure timely settlement of funds, IGST settlement mechanism etc.

- 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

People Development

- Take an active role in recruitment of incumbents into own team
- Conduct formal performance appraisal and provide developmental feedback for own team
- Identify training needs of subordinates and provide functional training inputs through internal and external sources

Others

- Ensure timely preparation of MIS and Status Updates for circulation to the Top Management and other authorities as may be required
- Share knowledge, mentor, and educate the organization's management, staff and stakeholders with regard to the organization's services vision, opportunities and challenges
- Serve as single point of escalation for all issues related to Services

Key Interface

External:	Internal:
➤ External stakeholders (tax authorities, dealers, treasuries, banks, policy makers, process groups, etc.)	➤ Leadership Team
	➤ Internal Departments like Technology; Strategy, MIS & Analysis, Customer Services

Key Attributes & Skills:

- Role holder to be sourced on deputation with minimum experience of 18 years of service at Group 'A' level in Government.
- Around 8-10 years of experience in tax policy formulation
- Experience of working in State/ Central Commercial Tax Department/ Treasuries

Pay and Allowances:

The pay of the selected Officer will be fixed at Level 14 of the Pay Matrix. The Allowances will be as per GSTN's policy including House Rent Allowance of Rs. 1,00,000/- per month, Leave Salary & Pension Contribution, IT & Training Allowance 45% of (Basic Pay + DA) etc.

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

GOODS AND SERVICES TAX NETWORK [A Government Enterprises]

Corporate Office: East Wing, 4th Floor, World Mark-1, Aerocity, New Delhi – 110037
Tel: 011-49111200 Website: www.gstn.org.in

Date: 14.01.2026

GSTN invites applications from eligible Serving Government Officers from Central/State Government for 01 position of Executive Vice President on deputation. Details of Pay Scale, Essential Qualification and Experience, Perks etc. attached to the post for deputationist are as under:

Sr. No.	Name of the post	Pay scale	Essential Qualification and Experience	Perks
1.	Executive Vice President (Services)	Level 14 of Central Govt. Pay Matrix & allowances as decided by the Board	Holding analogous post at Level 14 on regular basis in parent department; or Having five year' experience in Level 13 on regular basis in the parent cadre or department AND Overall, 18 years of service at Group 'A' level in Government. Desirable:- Possessing 8 years or more of experience in taxation/Finance/business process automation or IT. Experience working in the domain of GST would be desirable but not necessary.	HRA: Rs 1,00,000/- Other perks: Company Car, Medical Insurance, Children Education Allowance etc. (as per GSTN rules)

Age Limit: The maximum age-limit for appointment by deputation shall not exceeding fifty-six as on the closing date of receipt of application i.e. **16th February 2026**.

Interested eligible Government Officers may apply through proper channel, in prescribed format, to:

OSD (HR)
Goods & Services Tax Network
East Wing, 4th Floor, Worldmark-I,
Aerocity, New Delhi – 110037.

The application should be forwarded along with Integrity Certificate, DE/Vigilance clearance certificate, details of major/minor penalty in last 10 years, if any, and attested copy of ACR/APAR of last five years for deputationists.

A soft copy of the application may also be emailed to careers@gstn.org.in