



GOODS AND SERVICES TAX NETWORK



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CIN: U72200DL2013NPL249988

Date: 5<sup>th</sup> March 2020

No.GSTN/HR/2020-21/CEO/1

To:

Chief Secretary to Government of Haryana,  
4th Floor, Haryana Civil Secretariat Sector-1,  
Chandigarh - 160019.

**Sub:** Request for sponsoring eligible and willing Officers for appointment as Chief Executive Officer (CEO) in the Goods and Services Tax Network (GSTN), New Delhi on deputation basis.

Sir/Madam,

1. The Goods and Services Tax Network (GSTN) intends to fill up the position of Chief Executive Officer (CEO) on deputation basis from amongst eligible and willing Officers of the Government of India/State Governments.

For the position of CEO, GSTN officers working at Level 15 are eligible to apply. The detailed Eligibility, Experience, Pay Scale and Perks attached to the above positions are enclosed as Annexure.

2. I would request you to please forward the names of eligible and willing officers possessing relevant experience for consideration for the above position, along with the attested copies of their last 5 years' APARs/ACRs and Vigilance Clearance to us at the earliest, and positively by 30<sup>th</sup> April 2020.

Yours faithfully,

Encl: As above

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

Services-II Branch  
File No. 34806  
Date 19/03/20

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## Chief Executive Officer, GSTN

	CEO
	Chairman
	Minimum 18 years
	55 Years or Lower
	Delhi

### Position Purpose:

The Chief Executive Officer will be expected to provide strategic leadership to GSTN in building & operating IT infrastructure and delivering requisite IT services for implementation of GST. In addition to providing technical oversight, he will be required to effectively manage human and financial resources of the company and contribute to its long-term sustainability.

### Job Description:

The CEO will be called upon to shoulder the following main duties and responsibilities:

#### a. Planning

- I. Develop a comprehensive Master Plan for achieving the objectives of GSTN described in its Memorandum of Association.
- II. Create annual operating plans consistent with the Master Plan taking into account the strategic direction set by the Board, bearing realistic correlation with annual budgets.

#### b. General and Corporate Management

- I. Develop strategies for effective implementation of the approved plan.
- II. Oversee all implementation activities and ensure timely achievement of targets.
- III. Set up a comprehensive monitoring system to continually assess project performance and keep a close eye on slippages.
- IV. Collect and analyze evaluation information that measures the success of the GSTN's efforts and bring about refinements or changes in response to such information.
- V. Adopt an inclusive and consensus-based approach for stakeholder management while objectively pursuing the milestones of the GSTN project.
- VI. Advise the Board on human, organizational and technical aspects of the operations of GSTN.
- VII. Promote a work culture that would reflect the organization's values, encourage good performance and reward productivity.
- VIII. Oversee the corporate issues of GSTN and ensure compliance with legal and regulatory requirements.

#### c. Technical Oversight

- I. Oversee design, delivery, and quality of IT infrastructure and services GSTN is required to deliver.
- II. Assess hardware, software and knowledge requirements of the stakeholders and devise solutions to address them.
- III. Supervise the operation and maintenance of the IT system of GSTN and ensure uninterrupted services to stakeholders.
- IV. Stay abreast of current trends related to the IT products and services relevant to the functioning of GSTN and anticipate future trends likely to have an impact on its work.

#### **d. Budgeting and Financial Management**

- I. Develop a comprehensive business model for GSTN with the intent of profit-making and not profit-maximizing.
- II. Develop detailed Investment and budgetary plan that is aligned to the approved Master Plan of the GSTN and obtain Board's approval for the same.
- III. Oversee and guide staff in developing annual budgets that support operating plans.
- IV. Prudently manage the organization's resources within budget guidelines; monitor budgetary variances and take corrective action with the approval of the Board.
- V. Ensure that accounting procedures are in compliance with the Generally Accepted Accounting Principles (GAAP).
- VI. Provide prompt, thorough and accurate information regarding the organization's financial position to the Chairman and the Board.

#### **e. HR Management**

- I. Develop a detailed organization plan across the GSTN Project lifecycle from planning, initiation, implementation up to operations and maintenance phase.
- II. Establish clear and transparent Delegation of Powers across the organization with functional and financial accountability.
- III. Hire, manage and build the human resources of the organization according to authorized personnel policies with the approval of the Chairman and the Board.
- IV. Set up Performance management, review and improvement systems.

#### **Academic Qualifications**

Degree in Engineering and/or Post Graduate Diploma/Degree in Management.

**Maximum Age (as on date of submission of application):**

- (i) 55 years or lower for serving officers/employees.
- (ii) 62 years for retired officers/employees.

#### **Work Experience**

##### **Essential:**

- **For candidates from the private sector:** Minimum work experience of 18 (eighteen) years in an organisation specializing in large scale IT transaction processing in financial services/government sector serving large cross-section of retail and business users, of which at least 5 (five) years should have been spent as part of the top management team (Managing Director/Executive director or equivalent).
- **For Government Servants and PSU Employees:** All India Services/Central Services/Central PSU officers with minimum 18 (eighteen) years of services, of which at least 5 (five) years should have been spent in Finance and/or IT.

##### **Desirable:**

- Experience of heading an organization (company, society or trust).
- Experience of managing a multi-stakeholder driven organization and a demonstrated ability to both lead and build the capabilities of a driven, bright and diverse team.
- Ability to think strategically, anticipate future consequences and trends and incorporate them into the organization plan.
- High level of business acumen, including successful P&L management and the ability to balance the delivery of the programs within the approved budget.

- Capacity for managing and leading people: A team builder who has experience in scaling up organization, has the ability to connect staff both on an individual level and in large groups.

**Shall Report to:**

- i. The Chairman, and
- ii. The Board of Directors of GSTN

**Key Direct Reportees:**

- i. Executive Vice President (Technology)
- ii. Executive Vice President (Services)
- iii. Executive Vice President (Support)

**Salary and Benefits:**

- a. The CEO will be paid market-based salary together with Performance Linked Incentive (PLI). Benefits and perks will be as applicable in consonance with the company's policy.
- b. If a serving Government Servant is selected for the position of the CEO, the selected candidate would be paid the salary described in sub-para (a) above only if he/she quits government service and joins GSTN. The selected candidate will, however, have the option of joining GSTN on deputation while retaining lien in Government, in which case he/she will be paid salary in HAG+ scale together with Performance Linked Incentive which could be up to 50% of the base compensation, i.e. Basic Pay plus admissible Dearness Allowance (DA). In addition, the selected candidate will be entitled to perks described in sub-para (a) above as per company rules.