



GOODS AND SERVICES TAX NETWORK

ED-7916/4141/4231 ✓

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CIN: U72200DL2013NPL249988

No. GSTN/HR/2021-22/CEO/1

Date: 12<sup>th</sup> July 2021

To:

Chief Secretary to Government of Odisha,  
General Administration Department,  
Odisha Secretariat,  
Bhubaneswar – 751001.

Pr Secretary, FD  
Copy: GA 104 1244

**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,

OSD to Chief Secretary, Office  
Special Secretary to Government,  
GA & PG Department

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.
1. For the position of CEO, GSTN officers working at Level 15 and officers with five year experience at Level 14 are eligible to apply. The detailed Eligibility, Experience, Pay Scale and Perks attached to the above position is enclosed as **Annexure**. The details may also be viewed at <https://gstn.org.in/gstn-openings>.
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 **15<sup>th</sup> September 2021**.

Yours faithful

Encl: As above

Dheeraj Rastogi

(Dheeraj Rastogi, IR  
Officiating Executive Vice President (Supp

## Chief Executive Officer, GSTN

<b>Role</b>	CEO
<b>Reporting to</b>	Chairman
<b>Experience</b>	Minimum 18 years for Private Sector Candidates and minimum 25 years for Government Officers
<b>Age</b>	Maximum 54 Years or Lower for Private Sector Candidates and maximum 56 years for Government Officers
<b>Location</b>	Delhi
<b>Period of Appointment</b>	Three Years extendable by another two years

### 1. 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.

### 2. 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.
- 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.

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

- (i) Maximum 56 years or lower for serving Government officers.
- (ii) Maximum 54 years for Private Sector candidates.

**4. 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 (Chief Technology Officer, Managing Director/Executive director or equivalent). The candidate should possess a degree in Engineering and/or degree or diploma in Management from a recognised University or equivalent.
- **For Government Servants and PSU Employees:** All India Services/Central Services/Central PSU officers with minimum 25 years of service experience in Group A Level and holding analogous posts at Level 15 or having five years' experience in Level 14 on regular basis in the parent cadre or department

**Desirable:**

- Experience of heading an organization (company, society or trust) for Private Sector candidates.
- Possessing 10 years or more of experience in Taxation, Finance, Business Process Automation or IT
- Experience of working in the domain of GST
- 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.

**5. Shall Report to:**

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

**6. Key Direct Reportees:**

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

**7. 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 6 (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 6 (a) above as per company rules.