F. No. A. 35017/36/2020-Ad.II
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Indirect Taxes & Customs)

To,
All Principal Chief Commissioners/ Principal Director General/
Chief Commissioners / Director Generals under
Central Board of Indirect Taxes and Customs

Subject: - 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 –reg.

Sir/Madam,

Goods and Services Tax Network (GSTN) has invited nominations for filling up
the position of Chief Executive Officer (CEO) on deputation basis from amongst eligible and
willing officers of the Government of India/State Governments.

2. For the position of CEO, officers working at Level 15 of Central Government Pay
Matrix are eligible to apply. The detailed eligibility, Experience, Pay scale and Perks attached
to the above position are enclosed herewith. The Job description, Application Form and Last
date of submission for the above position may be seen on GSTN’s website
(https://www.gstn.org/career/).

3. It is requested that the above vacancies 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 15.05.2020
after verifying the particulars furnished by the applicants from their Service Books. The
willing and eligible officers may also be asked to forward an advance copy of the application
directly to GSTN, under intimation to the Board.

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

Yours faithfully,

(M L Meena)
Deputy Secretary to the Government of India
Tel: 23095525, Email id: dsad2-cbec@nic.in

Encl. as above

Copy to: 1. The Website Manager, Directorate General of Systems, New Delhi with the
request to put the above circular in the Department’s Website.
2. ADG (HRM-II), DGHRD, New Delhi with the request to put the above
circular on DGHRD’s Website.
Chief Executive Officer, GSTN

<table>
<thead>
<tr>
<th>Role</th>
<th>CEO</th>
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<tbody>
<tr>
<td>Reporting to</td>
<td>Chairman</td>
</tr>
<tr>
<td>Experience</td>
<td>Minimum 18 years</td>
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<tr>
<td>Age</td>
<td>55 Years or Lower</td>
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<tr>
<td>Location</td>
<td>Delhi</td>
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**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.

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**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 organization 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.