

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

ISSUED ON 10/04/2023

**GENERAL MANAGERS  
ALL RAILWAYS/NEW ZONES/PRODUCTION UNITS**

**DIRECTOR GENERAL'S/DIRECTORS  
ALL RAILWAY TRAINING INSTITUTES**

NO: 2023/E(O)II/39/12

VACANCY NOTICE NO. 26/2023

ORGANIZATION : GOODS AND SERVICES TAX NETWORK

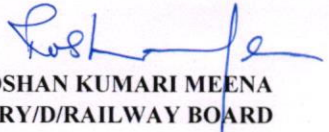
TITLE &amp; NO.OF POSTS : SR. VICE PRESIDENT - 01 POST

LOCATION, DURATION, TERM OF : APPOINTMENT, AGE, SCALE OF PAY, SPECIFIC REQUIREMENTS, SERVICE ETC.	AS PER ANNEXURES
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WEB ADDRESS : [www.indianrailways.gov.in/railwayboard](http://www.indianrailways.gov.in/railwayboard), then click for IR personnel and then vacancy circularsCLOSING DATE : 15 DAYS FROM THE DATE OF ISSUE.  
APPLICATION MAY BE SENT BY EMAIL TO: [usd@rb.railnet.gov.in](mailto:usd@rb.railnet.gov.in)

SEND NAMES OF VOLUNTEERS WITH BIO-DATA IN THE PRESCRIBED PROFORMA DULY SIGNED BY THE APPLICANT VIGILANCE/DAR CLEARANCE AND ACRS TO E(O)II/RAILWAY BOARD(.) ADVISE ALL ELIGIBLE SC/ST OFFICERS ALSO (.) RAILWAYS(.)

DA: ANNEXURES

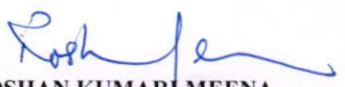
  
**ROSHAN KUMARI MEENA  
UNDER SECRETARY/D/RAILWAY BOARD**

New Delhi. Dated 10/04/2023

NO: 2023/E(O)II/39/12

**Copy to:-**

1. General Manager(s), Central, Eastern, Northern, North Eastern, North East Frontier, Southern, South Central, South Eastern, Western Railways, Metro Rail, Kolkata, N.W. Railway, Jaipur, E.C. Railway, Hajipur, North Central Railway/Allahabad, South Western Railway/Bangalore, East Coast Railway/Bhubaneswar, West Central Railway/Jabalpur, SEC Rly., Bilaspur.
2. General Managers, CLW/Chittaranjan, BLW/Varanasi, ICF/Perambur, RCF/Kapurthala, W&AP/Bangalore and RE. Allahabad.
3. DG/RDSO, Lucknow and IRCAMTECH, Area Officer, Maharajpur, Gwalior.
4. CAO(R)s, COFMOW/New Delhi, DCW/Patiala, MTP(R), Mumbai, Delhi and Chennai.
5. DG/RSC, Vadodara/Directors, IRIMEE, Jamalpur/IRICEN, Pune and IRISSET, Secundrabad/IRIEE, P.B. No. 33, Nasik Road, Maharashtra, Director, Indian Railways Institute of Transport Management (IRITM), Hardoi Bypass Road, P.O. Manak Nagar, Lucknow-226011.
6. All officers/Railway Board (by email).
7. G. Branch for display on Notice Board.
8. Secy. General, FROA, Room No.256-A, Rail Bhavan.
9. Secy. General, IRPOF, Room No. 268, Rail Bhavan.
10. Secy. General, IRCA, DRM's Office, Accounts Bldg., Chelmsford Rd. New Delhi.
11. R.K. PANDEY/M/O CA, MINISTRY OF CORPORATE AFFAIRS,'A' WING, 5TH FLOOR, SHASTRI BHAWAN, NEW DELHI 10001.
12. OSD/MR, EDPG/MR, PS/MOSR(J), PS/MOSR(D), JS(CP), JS(G), JS(E), US(C), ERB-I and E(O)I Branches, Railway Board.
13. Chief Commissioner of Railway Safety, Lucknow, Adviser (Safety)/Railway Board.
14. Dy. Director General (Rail Move), Milrail, Addl. Dte General of Movement, Integrated HQs of MoD(Army) Room No-514 B, D-1 Wing, Sena Bhawan New Delhi-110011.

  
**ROSHAN KUMARI MEENA  
UNDER SECRETARY/D/RAILWAY BOARD**

**Annexure I**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Pay Scale</b>	<b>Essential Qualification and Experience</b>	<b>Perks</b>
1.	Senior Vice President (Support)	Level 13 of Central Govt. Pay Matrix plus admissible DA	For deputationists: (i)(a) holding analogous posts at level 13 on regular basis in the parent cadre or department; or (b) having five years' experience in Level-12 on regular basis in the parent cadre or department; AND (ii) Overall 13 years of service at Group 'A' level in Government. AND (iii) Having exposure in tax related work would also be given responsibilities relating to converting GST procedures into IT business process. Possessing 8 years or more of experience in Finance and Administration and a degree in Law would be preferable but not mandatory.	The Allowances will be as per GSTN's policy recently approved by the GST Council. They are commensurate with the industry practice.

**Age Limit:** The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

**Last date of receipt of application:** The last date for receipt of applications shall be 30<sup>th</sup> April 2023.

<b>Role</b>	<b>SVP (Support Functions)</b>
<b>Reporting to</b>	<b>CEO</b>
<b>Function</b>	<b>Support Functions</b>
<b>Grade</b>	<b>G3</b>
<b>Location</b>	<b>New Delhi</b>

### Role Description:

To lead the support Functions of the organization with the objective of ensuring formulation and implementation of policies, processes and guidelines with respect to the functioning of Finance, Legal, IT, HR & Training and Administration.

The role holder would also be responsible for ensuring that each of the departments within support Functions are able to provide effective and efficient services to the internal stakeholders of the organization, work in furtherance towards effective support to core functions and act as enablers in helping the organization achieve its objectives.

### Key Responsibilities

#### Strategy Design and Implementation

- Collaborate with each of the Department heads to articulate the strategy for support division
- Plan the budget for overall support division and for each of the support functions during the internal budgeting exercise; Ensure adherence to the same
- Develop and oversee implementation of policies and systems for each of the Support Functions

#### Finance

- Oversee and act as the final approving authority in the annual financial planning process and for systems and processes related to financial resource management for GSTN
- Monitor the functioning of Finance functions in collaboration with Head of Finance and ensure compliance to all financial statutory and policy requirements; Provide inputs for decisions related to department's short and long term strategy
- Ensure that the Head of Finance meets all requirements with respect to governance and compliance, funding, budgeting and cost control, finance operations, payroll and direct/indirect taxation etc; Manage escalations (if any) effectively and timely in collaboration with Head Finance.

#### Legal

- Monitor the functioning of the legal function in collaboration with Head of Legal and ensure that administrative responsibilities set out in company law are carried out effectively; Ensure that the requisite and timely support for effective governance is provided to senior leadership of GSTN and its Board of Directors in the execution of their tasks; Provide inputs for decisions related to department's short and long term strategy
- Ensure that the Head of Legal meets all requirements with respect to legal, statutory and regulatory requirements, managing relations with critical external stakeholders/agencies, legal and company secretary operations and trainings for internal stakeholders for ensuring high level of governance and minimizing legal risks for GSTN; Manage escalations (If any) effectively and timely in collaboration with Head, Legal.

## **IT**

- Ensure delivery of effective IT support services, for internal stakeholders of GSTN, through new and relevant technologies, IT infrastructure and related services; provide inputs for decision related to department's short and long term strategy
- Monitor the functioning of IT in collaboration with the Head of IT and ensure that all requirements with respect to IT systems/processes, procurement, vendor management, cost optimization, business excellence, compliance standards and other IT operations (like IT Network, infrastructure, data management etc.) are met; Manage escalations (if any) effectively and timely in collaboration with Head, IT

## **HR & Training**

- Monitor the functioning of HR & Training in collaboration with the Head of HR & Training and ensure that the end to end employee life cycle for both deputationists and employees on GSTN's Rolls is managed efficiently and in line with defined statutory requirements; Provide inputs for decisions related to department's short and long term strategy
- Ensure that the Head of HR & Training meets all requirements with respect to development and implementation of processes like talent acquisition, talent management and development, HR Operations, employee engagement activities, etc.; Manage escalations (if any) effectively and timely in collaboration with Head, HR and Training

## **Administration**

- Ensure the development of systems and processes for managing the functioning of general administration activities and facility management while effectively managing vendors and their output, minimizing costs and delivering superior services; Provide inputs for decisions related to department's short and long term strategy
- Monitor the functioning of Administration function in collaboration with the Head of Administration and ensure that he/ she meets all requirements with respect to facility management, physical security at the premises, transport and other miscellaneous functions; Manage escalations (if any) effectively and timely in collaboration with Head, Administration

## **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
- Serve as the single point of escalation for all issues related to Support Functions that have not been resolved by Heads of various departments within Support Division
- Ensure integrated functioning of all support departments towards effective operations of GSTN and in furtherance to its overall strategy

## Key Interface

External:	Internal:
➤ Vendors/ Service providers/ Consultants	➤ Leadership team ➤ All internal departments

## Key Attributes & Skills:

<ul style="list-style-type: none"><li>➤ To be sourced from either private sector or on deputation. In case of deputationist, an officer holding analogous posts at level 13 or having five years' experience in Level 12 on regular basis in the parent cadre or department and having overall 13 years of service at Group 'A' level in Government. Possessing 8 years or more of experience in Finance and Administration and a degree in Law would be preferable but not mandatory.</li><li>➤ In case of private sector candidates an MBA/ Post graduate/ Similar degree or diploma with an experience of total 15-18 years in the support functions (preferably finance and administration) and Generalist experience of approx. 10- 12 years across multiple support functions (i.e. Admin, Legal, Finance, HR, IT etc.) in a large public sector/ private sector/ Ministry/ department of central or state government is preferred.</li><li>➤ <i>NOTE: While the above remain the key function of SVP (Support), candidates having exposure in tax related work would also be given responsibilities relating to converting GST procedures into IT business process.</i></li></ul>
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## Pay Scale and Perks:

Level 13 of Central Govt. Pay Matrix plus admissible DA. The Allowances will be as per GSTN's policy recently approved by the GST Council. The pay of the private sector candidates shall be fixed as per GSTN's policy.

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