

Government of India
Government e Marketplace (GeM)
(A Section 8 Company under the Department of Commerce)

3rd floor, Tower-2, Jeevan Bharti Building,
Connaught Circus, New Delhi-110001

No. GEM/HR/RECRUITMENT/DEPU/2022

Dated: 25 November 2022

VACANCY CIRCULAR

Subject: Filling up the posts of Director -Defence procurement in Government e Marketplace (GeM) on Deputation Basis from SHQs

1. Government e-Marketplace (GeM) is an initiative launched by the Government of India to usher in an era of e-governance in the nation. Government e Marketplace has brought a Paradigm Shift in the procurement procedures resulting in greater transparency, efficiency, and speed in procurement in alignment with the Honorable PM's '**Digital India**' initiative. The portal is an open, inclusive marketplace offering fair and equal opportunities for sellers and service providers to register, list and sell their products and services to Government organizations.

Since its inception, GeM has successfully transformed the Public Procurement space in India through its technology-driven innovations and other strategic interventions. The platform has achieved significant scale of operations, aspiring to optimize public procurement. The portal has successfully transformed public procurement in India by ensuring inclusion, usability & transparency, efficiency & cost savings.

To know more about us, please visit- <https://gem.gov.in/aboutus>

2. Government e Marketplace (GeM) invites applications of Gazetted/Armed forces officers working under Ministry of Defence in Army/Navy/Air Force as Director Defence Procurement.

3. The expected eligibility of the officers is as under: -

(a) **Army (02 vacancies)** - Gazetted/Armed forces working under Ministry of Defence in Army at Level 11 or Level 12 or equivalent level with minimum 12 years' service preferably from Ordnance/ EME/ ASC/Engineering with minimum 06years' experience of handling Public Procurement and 02 years of working experience as a Primary/Secondary Buyer on GeM.

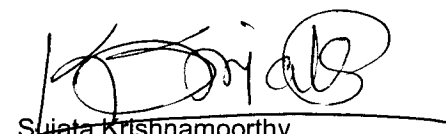
(b) **Air Force(01 vacancy)** - Gazetted/Armed forces working under Ministry of Defence in Air Force at Level 11 or Level 12 or equivalent level with minimum 12 years' service having minimum 06 years' experience of handling Public Procurement and 02 years of working experience as a Primary/Secondary Buyer on GeM.

(c) **Navy (01 vacancy)** - Gazetted/Armed forces working under Ministry of Defence in Navy at Level 11 or Level 12 or equivalent level with minimum 12 years' service having minimum 06 years' experience of handling Public Procurement and 02 years of working experience as a Primary/Secondary Buyer on GeM.

Note: - Non empanelled officers i.e., the officers who have missed their promotion boards will not be considered.

4. The period of deputation shall be for three years.

5. It is requested that the applications of eligible candidates be forwarded to GeM in the proforma at Annexure-II. The applications along with NOC of the competent authority, from SHQs/controlling Head Quarters should reach GeM at the email - hr-head-gem@gem.gov.in not later than **24 December 2022**.



Sujata Krishnamoorthy
Head - HR

Annexure I**Job Description**

Source of Induction	Eligibility	Job Profile	Benefits/ allowances admissible	Remarks
Through Deputation from Defence Services	<p>For Deputation: the expected Eligibility will be as under: -</p> <p>(i) Army– Gazetted / Armed forces working under Ministry of Defence in Army at Level 11 or Level 12 or equivalent level with minimum 12 years' service preferably from Ordnance / EME / ASC / Engineering with minimum 06years' experience of handling Public Procurement and 02 years of working experience as a Primary / Secondary Buyer on GeM.</p> <p>(ii)Air Force – Gazetted / Armed forces working under Ministry of Defence in Air Force at Level 11 or Level 12 or equivalent level with minimum 12 years' service having minimum</p>	<p>The job profile includes working in an environment completely different from normal Govt. set up, a private Company like work environment includes working in parallel with employees hired from open market / private sector indicative list of responsibilities is as under. CEO (GeM) may assign any or all of the following responsibilities:</p> <p>(i) Monitoring and managing the entire spectrum of activities related to such categories starting from creation of category specifications framework till maintenance of market availability of such categories in liaison with the vertical Heads.</p> <p>(ii) Officers will also be responsible for Monitoring consulting / advising / liaisoning with GeM functionaries and SHQs for incorporation of necessary changes / additions/deletions and interactions with any State Buyers, Police and Paramilitary Forces, Defence.</p> <p>(iii) Formulation and supervision of/ furnishing of various reports / returns.</p> <p>(iv) Evaluating and attending to and replying to / preparing draft replies to "complaints / representations from SHQs / sellers / other agencies.</p> <p>(v) Providing relevant inputs to concerned nodal officers for RTI cases, Public Grievances, Parliament Questions, Audit Queries / Paras etc.</p> <p>(vi) Processing of complaints received in various matters,</p>	<p>For Deputation: The compensation admissible shall be the pay scale one level higher than what the officer is drawing (Regular or Non-Functional) in the parent cadre on the date of joining on deputation after selection and will be done as per Government of India rules</p>	<p>Designation and work allocation for the selected officer at GeM office shall be decided by CEO (GeM) independent of pay level based on ability experience of the officer / candidate.</p>

	<p>06 years' experience of handling Public Procurement and 02 years of working experience as a Primary / Secondary Buyer on GeM.</p> <p>(iii) Navy –</p> <p>Gazetted / Armed forces working under Ministry of Defence in Navy at Level 11 or Level 12 or equivalent level with minimum 12 years' service having minimum 06 years' experience of handling Public Procurement and 02 years of working experience as a Primary / Secondary Buyer on GeM.</p>	<p>issue of Show Cause Notice, evaluation of SCN replies, seeking approval of competent authorities and arranging format / informal / quasi-judicial hearings etc. in such cases if required.</p> <p>(vii) Management & review of Business Rules from time to time and updating the Business Rules, process flow etc. vis-à-vis the buyer requirements, to comply with latest Govt guidelines in liaison with SHQs and GeM.</p> <p>(viii) Management & review of contracts, working and performance of various agencies / service providers engaged by GeM for handling various buyer requirements with respect to operations related to satisfactory working of GeM Portal.</p> <p>(ix) Identifying training requirements, interacting / liaising with SHQs and GeM Training Team for conducting webinars / seminars / training sessions various Establishments throughout the country. Also, to formulate and conduct Training sessions as per requirements.</p> <p>(x) Handling of Public Grievances, RTI Parliament Questions etc.</p> <p>(xi) Monitoring GeM Portal functioning for arresting Buyer-Seller fraud and collusion and implement necessary changes in consultation with SHQs.</p> <p>(xii) Monitoring, guiding, enabling, and supervising GeM Portal integration with various partner portals such as CPPP and EPRs/ SAP etc. of buyer organizations, Central Public Sector Enterprises considering specific requirements and facilitating its incorporation.</p> <p>(xiii) Act as Nodal Officers / single point contact for various SHQs for GeM Business Development, accelerating the</p>		
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		<p>onboarding of Buyers and monitoring compliance by them of the orders issued by Govt / other statutory bodies from time to time. Also, to manage G2G relationships for GeM including drafting of all related communication and driving resolution of any issues that may arise.</p> <p>(xiv) Driving the SCo GeM initiative through interacting with Standing Committee GeM at MoD, DMA, GeM functionaries and SHQs for effective and focused action, to enable enhanced adoption of GeM through adoption and understanding of various challenges.</p> <p>(xv) Monitoring and managing the complete buyer ecosystem including buyer onboarding, buyer experience, buyer management, value added services for buyers and buyer dispute resolution</p> <p>(xvi) Formulation of general Terms and conditions of Contract on GeM, Special Terms and conditions related to categories, Additional Terms and Conditions etc. as per requirements.</p> <p>(Xvii) Engaging with various external Govt. agencies such as CVC, Department of Expenditure, CAG, GSTN, STQC, Competition Commission of India (CCI) and others.</p> <p>(xviii) Engaging with various Ministries and, Departments for ensuring compliance of the relevant Procurement Guidelines, rules etc. notified by such Ministries such as DPIIT, MSME etc. and for monitoring the implementation of PPP-MII and PPP-MSE on GeM for necessary actions accordingly with reference.</p> <p>(xiv) To act as member of various internal committees such as ACEO Committee, Change Advisory Committee / Board, Services Committee, ATC Committee, GeM-MSP Deliverable Review and Approval Committee, GeM Investigation Committee, Codification Committee of GeM,</p>		
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		<p>Process Committee to incorporate changes for ensuring smooth operation of GeM portal by buyers.</p> <p>(xv) Monitoring, guiding and supervising GeM Portal integrations with various partner portals such as UIADAI, Udyog Aadhar, Income Tax, ERPs, Procurement portals and ERPs / SAP etc. of buyer organizations, Central Public Sector Enterprises.</p> <p>(xvi) To act as Nodal Officer / SPOC for various State Govt., Central Ministries, Central Public Sector Enterprises etc. for GeM Business Development, accelerating the onboarding of Buyers and monitoring compliance by them of the orders issued by Govt for from time to time. Manage G2G relationships for GeM including drafting of all related communication with respect to issues and drive resolution of any issues that may arise.</p> <p>(xvii) Monitoring preparation of BRDs for refining various processes on GeM, guiding the Technical Team and PMU on proper implementation of BRDs etc.</p> <p>(xviii) Monitoring of Customer Relationship Management including Helpdesk performance, escalations, Sahyog, Grievance handling and dispute resolution for any issues.</p> <p>(xix) Managing and supervising the Project integration Team to enable integration of defence requirements/any other requirement from any Buyer in the policy, procedures, protocols, and methodology towards migration to singular unified procurement system.</p> <p>(xx) Any other responsibility as assigned by the competent authority from time to time.</p>		
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1. Post Applied For
2. Name in Full:
3. Father's Name :
4. Gender -Male/Female:
5. Nationality :
6. Date of Birth (dd/mm/yy)
7. Age as on date of application:
8. Date of promotion
9. Date of retirement under central/
State/ Government rules
10. Marital Status:
11. Address for Correspondence:
12. Phone Nos. Office: Residence:
13. Email ID:
14. Academic & Professional Qualification:

Name of the Institute/Board/ University	of Passing	Exam/ Degree	Aggregate percentage marks & division	Remarks

15. Total Experience in Years and Months : Years and Months
16. Total Public procurement Experience in Years and months: Years andmonths

17. Employment history, in chronological order:

S. No.	Office/ Org.	Post held	Duration	Pay Level in Pay Matrix with present pay	Nature of duties/ responsibiliti es	Specific achievement if any

18. Relevant Training programmes attended:

19. Special Achievements (please give details):

20. Details of present post held

- (a) Designation:
- (a) Date from which held:
- (b) Scale of pay - Pay Band & Grade Pay:
(Revised) with present pay drawn
- (c) Whether present post is held on regular/
tenure/deputation/temporary/permanent/
officiating or ad-hoc basis and since when:
- (d) Branch - ASC/ Ordnance/ EME/ Logistics/Technical Navy/ Accounts/ Others.
- (e) Appointments where Public Procurement handled with designation and period:
- (f) Appointments where duties of Primary/Secondary buyers on GeM conducted
with duration:

21. If on Deputation, please provide the following details

- (a) Details of the post held :
- (b) Scale of Pay :
- (c) Since when Is the regular post held
- (d) Period of appointment on deputation /contract
- (e) Name of the Parent office /Organization to which you belong :
- (f) Name of the Ministry /Department/Organization where presently employed
with full address indicating name and designation of contact officer and
Telephone /Fax Numbers

22. **Remarks - The candidates may indicate information with regard to:**

- (a) Research publications and reports and
special projects Awards /Scholarships/
Official appreciation/ Affiliation
with the professional bodies/ institution/ societies:
- (b) Any other information:

23. Are you open to work in Delhi?

24. Do you know anyone in Government e Marketplace (GeM) . If Yes , please mention the Name , Designation and contact details of the officer/officers you know.

I hereby solemnly declare and undertake that all information furnished by me is true, correct, and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect, or misleading, then my candidature / appointment/ services will stand cancelled / terminated without assigning any reasons thereof.

Date:

Signature:

Place:

Address.....