

F. No. 21/12/2018-CS.I(P)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.I Division)  
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2<sup>nd</sup> Floor, 'A' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated the 3<sup>rd</sup> July, 2019

**OFFICE MEMORANDUM**

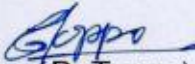
**Sub: Filling up position of Senior Management Group, in Government e Marketplace (GeM) on deputation basis – Regarding.**

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The undersigned is directed to circulate herewith Vacancy Notice No. A-12011/1/2018-HR-GeM dated 27<sup>th</sup> June 2019 (along with enclosures), from the Government e Marketplace (GeM), D/o Commerce, for filling up of the following position on deputation basis through search cum selection for eligible employees of Government/ Semi Government/ PSUs/ Govt. Autonomous bodies, for information to all concerned officers:

Ministry/ Department	Name of the post	Location	Application deadline
Government e Marketplace (GeM), Department of Commerce	Company Secretary (1 post)	New Delhi	31 <sup>st</sup> July 2019

2. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.
3. In case of any further clarifications, applicants are requested to contact the concerned Ministry/ Department.

  
(George D. Toppo)  
Under Secretary to the Govt. of India  
Tel: 2464 2705

To:

All Ministries/ Departments (through DOPT's website)

**Government e Marketplace (GeM)  
Ministry of Commerce & Industry  
Department of Commerce  
2<sup>nd</sup> floor, Jeevan Tara Building,  
5, Sansad Marg, New Delhi-110001**

No. A – 12011/1/2018 - HR - GeM

Dated : 27<sup>th</sup>. June, 2019.

**Vacancy Notice**

Government E Marketplace (GeM), New Delhi, is a Section 8 company under the Department of Commerce, Government of India.

2. The organization proposes to fill up of the post of **(i) Company Secretary** at its Headquarter, New Delhi on deputation on Foreign Service terms, initially for a period of three years. The details of qualification / key responsibility areas etc. are as per Annexure - I.
3. The appointment will be made on deputation on foreign service terms & conditions and will be governed by the instructions issued by the DoP&Trg. OM No. 6/8/2009-Estt. (Pay II) dated : 17th June, 2010, as amended from time to time. The maximum age for appointment on deputation shall in no case exceed **50 years on 01.07.2019** selected officer shall be eligible for all such allowances as admissible by DoPT rules and by GeM HR policy and would also be eligible for higher scale than what they would be drawing currently. Officers belonging to Government/CPSEs/Govt. Autonomous Bodies drawing Level – 11 or 12 of CDA Pattern of wages or equivalent Pay Scales of 29100 – 54500 or 32900 – 58000 of IDA Pattern of wages shall be preferred.
4. The willing officers are requested to forward applications in the prescribed format along with updated copy of **their bio-data / resume**, attested copies of ACRs/ APARs for the last five years and vigilance/ disciplinary clearance of eligible candidates whose services could be placed at the disposal of the GeM immediately in the event of their selection. The application should be sent in an envelope super scribing the post applied for to the details given below **on or before 31<sup>st</sup>. July, 2019.**


**HR Head-GeM  
3<sup>rd</sup> Floor, Tower -2, Jeevan Bharti Building ,  
Connaught Circus , Sansad Marg, N. Delhi 110001.**

Job Description

Requirement	Description
<b>Job Position</b>	<b>Company Secretary</b>
<b>Qualification &amp; Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>• Candidate should be a qualified Company Secretary Qualification from the Institute of Company Secretaries of India (ICSI)</li> <li>• Candidates with additional degree in law shall be given preference.</li> <li>• Age not more than 50 years as on 1.07.2019</li> </ul>
<b>Prior Experience</b>	Minimum 6 years' experience of working as a Company Secretary in Government/CPSEs/ State PSEs/Autonomous Bodies
<b>Key Responsibilities Areas</b>	<ul style="list-style-type: none"> <li>• Responsible for the effective and efficient administration of the organization and certifying the organization's compliance with the provisions of the Companies Act and other statutes and bye-laws of the organization</li> <li>• Conveying and servicing the Annual General/Extraordinary Meetings, Board meetings, Committee Meetings and to maintain a correct record of proceedings</li> <li>• Preparation of the agenda in consultation with the Chairman and the other documents for all the meetings organized</li> <li>• Preparation of Directors report and its attachments, corporate governance report, Annual Report of the organization etc.</li> <li>• Provide to the Directors of the organization required guidance in discharging duties, responsibilities and powers</li> <li>• Responsible for the custody of the seal of the organization and for the approval and signing of agreements leases, legal forms, and other official documents on the organization's behalf, when authorized by the broad of the directors or the executive responsible.</li> <li>• Assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices.</li> <li>• Contribute to the governance, risk and compliance training of Directors and other Directorate staff</li> <li>• Liaise and follow up with regulatory authorities / external agencies on behalf of the organization</li> <li>• Any other responsibility as assigned by the competent authority from time to time.</li> </ul>

<b>Compensation</b>	<u>On deputation basis:</u> Selected candidates salary shall be fixed at a scale higher than present salary drawn. <u>On Regular appointment:</u> Compensation shall be negotiable based on last salary drawn and market norms.
<b>Procedure for Applicants:</b>	i. Interested applicants are requested to send in their application strictly in format given in Annexure by 31/7/2019.



## PART - 1

**Application for the post of Company Secretary in Government e Marketplace (GeM) .**

1. Post Applied For :
2. Name in Full :
3. Father's Name :
4. Sex – Male/Female :
5. Nationality :
6. Date of Birth (dd/mm/yyyy) :
7. Age as on 01.07.2019 :
8. Marital Status :
9. Address for Correspondence :

Phone Nos. Office :

Residence :

Email ID :

Mobile no.

**10. Academic & Professional Qualification:**

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

11. Total Experience in number of Years and Months \_\_\_\_\_ Years \_\_\_\_\_ Months (As on 01.07.2019)

Employment history, in chronological order

Sl.No.	Office/Org.	Post held	Duration	Pay Band & Grade Pay with present pay	Nature of duties / responsibilities	Specific achievement if any


12. Special Achievements/Rewards (Please give details, if any) :

13. Details of present post held :

14. Designation:

15. Date from which held :

16. Whether applying on Deputation or Open market basis?

17. For candidates applying on deputation basis, please provide following additional details :

i. Scale of pay :

ii. Name of the parent office/organization to which you belong:

iii). Name of the Ministry/Department/ :

Organization where presently employed with full address indicating name and designation of contact officer and Telephone/Fax Numbers :

18. If candidate is from open market, following details may be filled:

i). Details of present post

ii). Designation

iii). Company with contact details/Address

iv). Years of experience as Company Secretary

v). Current total compensation

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...

Mode of deployment	Benefits/ allowances admissible	Remarks
Deputation through search cum selection process	<p>(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.</p> <p>(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:</p> <ul style="list-style-type: none"> <li>(i) HRA/Transport Allowance</li> <li>(ii) Joining time and Joining Time Pay</li> <li>(iii) Travelling Allowances and Transfer TA</li> <li>(iv) Children Education Allowance</li> <li>(v) LTC</li> </ul> <p>(c) Following allowances / facilities will be regulated in accordance with the rules explained against each:</p> <ul style="list-style-type: none"> <li>(i) <b>DA:</b> At the rates prevailing in the borrowing org or in the lending org depending on whether he has opted to draw pay in the pay scale of the ex-cadre post or the parent grade plus deputation allowance</li> <li>(ii) <b>Medical Facilities:</b> In accordance with the rules of the borrowing org i.e. Medclaim, GPA &amp; GTL</li> </ul> <p>(d) Deputation Allowance 5% of Basic pay for same station staff 10% of Basic pay for outstation staff (where change of headquarter is required)</p> <p><b>Or One scale up</b></p> <ul style="list-style-type: none"> <li>(e) Productivity Linked Incentive(PLI)</li> <li>(f) Vehicle as per entitlement</li> </ul>	<p>As per DOPT rules</p> <p>As per DOPT rules</p> <p>As per DOPT rules</p> <p>As per DOPT rules</p> <p>As per DOPT Policy</p> <p>As per DOPT rules</p>

Sr.No	Name of Post	Company Secretary
1	Pay Level:	Pay Level-11,12 with GP – 6600/7600 under 7th CPC Pay Matrix with allowances such as DA, HRA etc. as per Govt.
	Eligibility criteria:	Officers of Government/State Govt/PSUs/Govt. Autonomous Bodies :  (i) Holding equivalent Level – 11 post on regular basis, <b>OR</b>  (ii) Officers holding Level 12 post for at least 3 years.
	Qualification: (Desirable)	A member of ICSI, Degree/Diploma (with more experience than Degree holder) in Company Secretary courses, Additional qualification in Law shall be preferred