

No.21/01/2021-CS-I (Coord)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 20th January, 2021

OFFICE MEMORANDUM

Subject:- Filling up the posts of Additional CEO/Deputy CEO, Director and Vigilance Officer in Government e-Marketplace(GeM) on Deputation Basis.

The undersigned is directed to circulate the Vacancy Circular No.GEM/HR/Recruitment/DOPT /01/2021/01 dated 14th January, 2021 (along-with enclosures) received from Ministry of Commerce & Industry, Government E Marketplace who have invited applications for the following positions to be filled up on deputation basis.

S.No.	Position	Eligibility
1	Additional CEO/Deputy CEO	Officers at Level 13 or 14 are eligible.
2.	Director	Officers at Level 11 or 12 are eligible.
3.	Vigilance Officer.	Officers at Level 11 are eligible.

2. It may be noted that cadre clearance from C.S.I Division will be required in case of any Under Secretary and above level officers of CSS submit his candidature for the deputation post.

3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.



(Amit Ghosal)

Under Secretary to the Government of India

Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

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Government e Marketplace (GeM)
Ministry of Commerce & Industry
Department of Commerce
3rd floor, Tower-2, Jeevan Bharti Building
Connaught Circus, New Delhi – 110 001

No. GEM/HR/RECRUITMENT/DOPT/01/2021/01

Dated: 14 January, 2021

CIRCULAR

Subject: Filling up the posts of Additional CEO / Deputy CEO, Director and Vigilance Officer in Government e Marketplace (GeM) on Deputation Basis

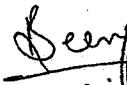
Government e-Marketplace (GeM) is a Section 8, not for Profit Company, under the administrative control of the Department of Commerce, Ministry of Commerce & Industry. As a National Public Procurement Portal, GeM provides an end-to-end online Marketplace for Central and State Government Ministries / Departments, Central & State Public Undertakings (CPSUs & SPSUs), Autonomous institutions and Local bodies for procurement of goods & services in a transparent and efficient manner. GeM offers a digitally enabled, challenging work environment for dynamic Government officers.


2. Government e Marketplace (GeM) invites applications for the following positions to be filled up on deputation basis:

S. No.	Position	Details
1.	Additional CEO / Deputy CEO	Annexure-I
2.	Director	Annexure-II
3.	Vigilance Officer	Annexure-III

3. The initial period of deputation shall be for five years, further extendable by two years subject to approval of competent authority. The deputation shall be under Foreign Service terms and conditions.

4. It is requested that the applications of eligible candidates may be forwarded to GeM in the proforma at Annexure-IV. The applications along with NOC of the competent authority, should reach GeM at the email hr-head-gem@gem.gov.in not later than 5th February 2021.


Beena Dennis
Head-HR, GeM



Job Description and Emoluments for the post of Additional CEO / Deputy CEO

Source of Induction	Eligibility	Job Profile	Benefits/ allowances admissible	Remarks
Through Deputation from Government Departments	<p>For Deputation: Officers from any of the Organized Group A services of Govt. of India working on Regular / Non-Functional basis in Level 13 or 14.</p> <p>Minimum 10 years' experience of handling Public Procurement is a mandatory eligibility requirement.</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:</p> <p>Indicative list of responsibilities is as under. CEO (GeM) may assign any or all of the following responsibilities:</p> <p>(i) To work as Category Owner for a group of Products and / or Services, monitoring and managing the entire spectrum of activities related to such categories starting from Creation of category specifications framework till maintenance of market health of such categories.</p> <p>(ii) Category Owner Officers in charge of the categories will also be responsible for Monitoring of Litigation and Arbitration / Court cases related to their categories, consulting / advising / liaison with GeM / Govt. Counsel and attending hearings in various courts if required.</p> <p>(iii) Supervision of / furnishing of various reports / returns etc. related to their categories.</p> <p>(iv) Attending to and replying to / preparing draft replies to MP / VIP references, Complaints etc. concerning their categories.</p> <p>(v) Providing relevant inputs to concerned nodal officers for RTI cases, Public Grievances, Parliament Questions, Audit Queries / Paras etc. related to their categories.</p> <p>(vi) Processing of complaints received in the matters related to their categories, issue of Show Cause Notice,</p>	<p>For Deputation: The compensation will include the Basic Pay (BP), Dearness Allowance (DA) and all other allowances admissible for 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. Fixation of pay at the higher level shall be done as per Government of India rules for promotion to the higher level.</p> <p>In respect of HRA, Transport Allowance, Joining time and Joining Time Pay, Travelling Allowances and Transfer TA, Children Education Allowance, LTC etc., the officer shall have the choice to opt for allowance as admissible for one scale higher or admissible as per GeM HR policy for equivalent level.</p> <p>Medical Facilities: In addition to GeM Medclaim policy, officers would be allowed to continue with CGHS if desired. (DOP&T OM No. 2/11/2017-Estt (Pay II) dated 24.11.2017).</p>	<p>Designation (Additional CEO or Deputy CEO) and work allocation for the selected officer / candidate shall be decided by CEO (GeM) independent of pay level based on ability and work experience of the officer / candidate.</p>



evaluation of SCN replies, seeking approval of competent authorities and arranging formal / informal / quasi-judicial hearings etc. in such cases if required.

(vii) Management & review of Business Rules of GeM from time to time and updating the Business Rules, process flow etc., to comply with latest Govt. guidelines.

(viii) Management & review of the contracts, working and performance of various agencies / service providers engaged by GeM for handling operations related to satisfactory working of GeM Portal.

(ix) Interacting, liaisoning with and conducting webinars / seminars / training sessions with various trade Associations throughout the country.

(x) Handling of Public Grievances, RTI, Parliament Questions etc.

(xi) Monitoring GeM Portal functioning for arresting Buyer seller fraud and collusion

(xii) 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 etc.

(xiii) Working as Nodal Officers / 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. from time to time. Managing G2G relationships for GeM including drafting of all related communication and driving resolution of any issues that may arise.

(xiv) Driving the SCoGeM initiative i.e. the setting up of standing committee at the different Ministries and State Government to drive GeM



		<p>(xv) adoption and understanding of the various challenges</p> <p>(xvi) 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>(xvii) Finalization of general Terms and conditions of Contract on GeM, Special Terms and conditions related to categories, Additional Terms and Conditions etc.</p> <p>(xviii) Engaging with various external Govt. agencies such as CVC, Department of Expenditure, CAG, GSTN, STQC, Competition Commission of India (CCI) etc.</p> <p>(xix) 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. Monitoring the implementation of PPP-MII and PPP-MSE on GeM.</p> <p>(xx) Working as members 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, Process Committee for ensuring smooth operation of GeM portal.</p> <p>(xxi) Handling of Post Contract managements on GeM, Incident Management, and monitoring of Payment delays.</p> <p>(xxii) Handling of Policy matters, Terms and Conditions, Legal Framework on GeM, Legal and Contract Management (GTC, MSME, Make in India etc.).</p> <p>(xxiii) Management & review of Business Rules of GeM from time to time and updating the Business Rules, process flow etc., to comply with latest Govt. guidelines. Working with the person in charge of products and task owners to effect</p>
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changes in GeM Catalogue Management Systems and software processes required by large buyers such as Defence, Railways and CPSEs.	(xxiv) Monitoring preparation of BRDs for refining various processes on GeM, guiding the MSP and PMU on proper implementation of BRDs etc.	(xxv) Monitoring of Customer Relationship Management including walk in helpdesk, Helpdesk performance and escalations Sahyog, Grievance handling and dispute resolution.	(xxvi) Signing and Monitoring of MoU with States/UTs/Banks/Industries association and other associations etc.	(xxvii) Managing and supervising GOTT PMU etc.	(xxviii) Any other responsibility as assigned by the competent authority from time to time.																																																																	



Job Description and Emoluments for the post of Director

Source of Induction	Eligibility	Job Profile	Benefits/ allowances admissible	Remarks
Through Deputation from Government Departments	<p>For Deputation: Officers from any of the Organized Group A services of Govt. of India working on Regular / Non-Functional basis in Level 11 or 12.</p> <p>Minimum 5 years' experience of handling Public Procurement is a mandatory eligibility requirement.</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:</p> <p>Indicative list of responsibilities is as under. CEO (GeM) may assign any or all of the following responsibilities:</p> <p>(i) To work as Category Owner for a group of Products and / or Services, monitoring and managing the entire spectrum of activities related to such categories starting from Creation of category specifications framework till maintenance of market health of such categories.</p> <p>(ii) Category Owner Officers in charge of the categories will also be responsible for Monitoring of Litigation and Arbitration / Court cases related to their categories, consulting / advising / liaison with GeM / Govt. Counsel and attending hearings in various courts if required.</p> <p>(iii) Supervision of / furnishing of various reports / returns etc. related to their categories.</p> <p>(iv) Attending to and replying to / preparing draft replies to MP / VIP references, Complaints etc. concerning their categories.</p> <p>(v) Providing relevant inputs to concerned nodal officers for RTI cases, Public Grievances, Parliament Questions, Audit Queries / Paras etc. related to their categories.</p> <p>(vi) Processing of complaints received in the matters related to their categories, issue of Show Cause Notice,</p>	<p>For Deputation: The compensation will include the Basic Pay (BP), Dearness Allowance (DA) and all other allowances admissible for 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. Fixation of pay at the higher level shall be done as per Government of India rules for promotion to the higher level.</p> <p>In respect of HRA, Transport Allowance, Joining time and Joining Time Pay, Travelling Allowances and Transfer TA, Children Education Allowance, LTC etc., the officer shall have the choice to opt for allowance as admissible for one scale higher or admissible as per GeM HR policy for equivalent level.</p> <p>Medical Facilities: In addition to GeM Mediclaim policy, officers would be allowed to continue with CGHS if desired. (DOP&T OM No. 2/11/2017-Estt (Pay II) dated 24.11.2017)</p>	



evaluation of SCN replies, seeking approval of competent authorities and arranging formal / informal / quasi-judicial hearings etc. in such cases if required.

(vii) Management & review of Business Rules of GeM from time to time and updating the Business Rules, process flow etc., to comply with latest Govt. guidelines.

(viii) Management & review of the contracts, working and performance of various agencies / service providers engaged by GeM for handling operations related to satisfactory working of GeM Portal.

(ix) Interacting, liaisoning with and conducting webinars / seminars / training sessions with various trade Associations throughout the country.

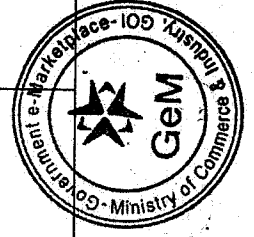
(x) Handling of Public Grievances, RTI, Parliament Questions etc.

(xi) Monitoring GeM Portal functioning for arresting Buyer seller fraud and collusion

(xii) 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 etc.

(xiii) Working as Nodal Officers / 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. from time to time. Managing G2G relationships for GeM including drafting of all related communication and driving resolution of any issues that may arise.

(xiv) Driving the SCoGeM initiative i.e. the setting up of standing committee at the different Ministries and State Government to drive GeM



	<p>(xv) adoption and understanding of the various challenges</p> <p>(xvi) 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>(xvii) Finalization of general Terms and conditions of Contract on GeM, Special Terms and conditions related to categories, Additional Terms and Conditions etc.</p> <p>(xviii) Engaging with various external Govt. agencies such as CVC, Department of Expenditure, CAG, GSTN, STQC, Competition Commission of India (CCI) etc.</p> <p>(xix) 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. Monitoring the implementation of PPP-MII and PPP-MSE on GeM.</p> <p>(xx) Working as members 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, Process Committee for ensuring smooth operation of GeM portal.</p> <p>(xxi) Handling of Post Contract managements on GeM, Incident Management, and monitoring of Payment delays.</p> <p>(xxii) Handling of Policy matters, Terms and Conditions, Legal Framework on GeM, Legal and Contract Management (GTC, MSME, Make In India etc.).</p> <p>(xxiii) Management & review of Business Rules of GeM from time to time and updating the Business Rules, process flow etc., to comply with latest Govt. guidelines. Working with the person in charge of products and task owners to effect</p>
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		<p>changes in GeM Catalogue Management Systems and software processes required by large buyers such as Defence, Railways and CPSEs.</p> <p>(xxiv) Monitoring preparation of BRDs for refining various processes on GeM, guiding the MSP and PMU on proper implementation of BRDs etc.</p> <p>(xxv) Monitoring of Customer Relationship Management including walk in helpdesk, Helpdesk performance and escalations Sahyog, Grievance handling and dispute resolution.</p> <p>(xxvi) Signing and Monitoring of MoU with States/UTs/Banks/Industries association and other associations etc.</p> <p>(xxvii) Managing and supervising GOTT PMU etc.</p> <p>(xxviii) Any other responsibility as assigned by the competent authority from time to time.</p>		
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Job Description and Emoluments for the post of Vigilance Officer

Source of Induction	Eligibility	Job Profile	Benefits/ allowances admissible	Remarks
Through Deputation from Government Departments	<p><u>Mandatory:</u></p> <ol style="list-style-type: none"> 1) Official at Level 11 or higher with previous experience in a similar role 2) Should be well conversant with CVC instructions and guidelines and should be able to prepare official notes independently 3) Should have adequate knowledge of vigilance procedures to conduct inquiries / investigations and prepare reports. 4) Length of service at least 10 years 5) Experience of working in Vigilance Cell of an organization for at least two years 	<p><u>Key responsibility Areas</u></p> <ul style="list-style-type: none"> • To assist the CVO to carry out the vigilance functions as per the guidelines of CVC. • Prepare notes on vigilance matters independently and should also be able to conduct inquiries/investigations and prepare reports, wherever required. • Keep a complete record of receipt and disposal of complaints. 	<p>For Deputation: The compensation will include the Basic Pay (BP), Dearness Allowance (DA) and all other allowances admissible for 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. Fixation of pay at the higher level shall be done as per Government of India rules for promotion to the higher level.</p> <p>In respect of HRA, Transport Allowance, Joining time and Joining Time Pay, Travelling Allowances and Transfer TA, Children Education Allowance, LTC etc., the officer shall have the choice to opt for allowance as admissible for one scale higher or admissible as per GeM HR policy for equivalent level:</p> <p>Medical Facilities: In addition to GeM Mediclaim policy, officers would be allowed to continue with CGHS if desired. (DOP&T OM No. 2/11/2017-Estt (Pay II) dated 24.11.2017).</p>	



	<p>6) Age not more than 45 years as on 1st January, 2021</p> <p><u>Preferred:</u> Adequate knowledge of Public Procurement (e-procurement)</p>			
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Application for Deputation in Government e Marketplace (GeM) for Management Level Positions

1. Post Applied For (Post Code):

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 date of application

8. Date of retirement under central/
State Government Rules

9. Marital Status:

10. Address for Correspondence:

Phone Nos. Office:

Residence:

Email ID:

11. Academic & Professional Qualification:

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

12. Total Experience in number of Years and Months _____ Years _____ Months Employment history, in chronological order

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

13. Relevant Training programmes attended:

14. Special Achievements (Please give details):

15. Details of present post held:



16. Designation:

17. Date from which held:

18. Scale of pay - Pay Band & Grade Pay:

19. (Revised) with present pay drawn:

20. Whether present post is held on regular/

tenure/deputation/temporary/permanent/

officiating or ad-hoc basis and since when:

21. If on deputation, please provide following additional details:

- i. Details of post held on regular basis:
- ii. Scale of pay:
- iii. Since when is the regular post held:
- iv. Period of appointment on deputation/contract:
- v. Name of the parent office/organization:
to which you belong:

b. Name of the Ministry/Department/
Organization where presently employed with
full address indicating name and designation
of contact officer and Telephone/Fax Numbers:

22. Additional details about present employment. Please state whether working under

- a) Central Government
- b) State Government
- c) PSU
- d) Autonomous Bodies

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

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

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:

Place:

Signature:

Address.....

