

No.21/02/2020-CS-I (Coord)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

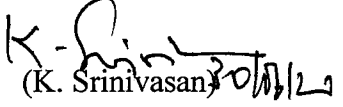
2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 30th June, 2020

OFFICE MEMORANDUM

**Subject:- Filling up postions " Engagement of Retired Government Officer
as Manager-Finance in government e-Marketplace (GEM) –reg.**

The undersigned is directed to circulate the Vacancy Circular No. A-12011/1/2020/HR-GeM dated 29th June received from Ministry of Commerce and Industry, Government e -marketplaces who invited application from retired Government for engagement as Manager-Finance Officer in Government e Marketplace(Gem) .

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


(K. Srinivasan) 30/6/20

Under Secretary to the Government of India
Tele:- 24629413

To,

All Ministries/Departments (through DOPT's website)

No. A—12011/1/2020-HR-GeM

Dated: 29th June, 2020

To,
Ms. Rajul Bhatt
Director (CS-I)
Department of Personnel & Training
Lok Nayak Bhavan
New Delhi-110003

Subject: Filling up position "Engagement of Retired Government Officer as Manager – Finance",
in Government e Marketplace (GeM)

Dear Ms. Rajul Bhatt,

Kindly find enclosed the Job Description as Annexure I, for a vacancy which is to be filled
at Government e Marketplace (GeM).

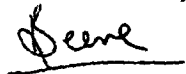
Government e-Marketplace (GeM) is a Section 8 Company under Ministry of Commerce
& Industry, Government of India.

It is requested that the job advertisement may please be displayed on DOPT portal with
the Heading "Engagement of Retired Government Officer as Manager – Finance, GeM".

Applicants may apply latest by 15th July 2020 to the following email
id: resume.gem@gem.gov.in

With Regards,

Yours sincerely,



(Beena Dennis)
Head – HR

Encl.: Job Description as Annexure I

Annexure-I

Job Description for the position of Finance Manager

Key Responsibility Areas:

- Responsible for managing day to day financial operations in the organization
- Responsible for budgeting, bill processing and operational cash flow
- Responsible for tax planning, payroll, audit and compliance
- Financial reporting of revenue/expense; cash book and balance sheet preparation
- Ability to manage expenses and all payment related issues
- Responsible for checking bills, financial scrutiny of files, handling of tenders etc.
- Well versed with all aspects of accounting including GFR rules, Delegation of Financial powers, etc.
- Expertise in all government related work like LSPC, GPF subscription and all kinds of remittance.
- Ensure record keeping to meets the requirements of Auditors and Government agencies and provide complete audit related support
- Manage matters related to Grants/PFMS
- Monitoring of GSTN, TDS, NPF and returns of all these payments
- Any other responsibility as assign by the competent authority from time to time

Qualifications and Skill Sets:

- Retired Government of India officer at least of the level of Group B (gazetted) not exceeding 62 years of age
- Minimum 7 years' experience of having worked in the accounts/ finance department in any Ministry/ Department of Government of India
- Experience should include audit, compliance, and budget development
- Understanding of latest accounting software to be used for financial purposes
- Capability to work in a fast-paced high growth environment.

Remuneration:

The total monthly remuneration and the pension drawn by the selected candidate shall not be more than the last pay drawn by him calculated at the current rates of dearness allowance.

GeM selection committee reserves the right to relax or extend the qualifying criteria.