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Government e Marketplace (GeM)
Ministry of Commerce & Industry
Department of Commerce

2nd Floor, Jeevan Tara Building
Sansad Marg, New Delhi - 110 001

No. GEM/HR/RECRUITMENT/DOPT/2022/01

Dated: 12th January, 2022

VACANCY CIRCULAR

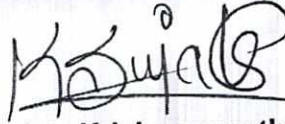
Subject: Filling up the post of Chief Finance Officer in Government e Marketplace (GeM) on Deputation Basis

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 position of **Chief Finance Officer** to be filled on deputation basis.

3. The job descriptions of the post and other details are given in Annexure-I. 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. Applications of eligible and interested candidates may be forwarded to GeM in the proforma at Annexure-I. The applications along with NOC of the competent authority, should reach GeM at the email hr-head-gem@gem.gov.in within thirty days of publication of this vacancy circular on DoP&T portal.


(Sujata Krishnamoorthy)
Head-HR, GeM

38245/2022/GeM

Draft JD for the post of CFO:

<p>Selection Process: Deputation through search cum selection process</p>	<p>Eligibility: Central Govt. Official from Organized Group A Services working in Level 14 on functional or non-functional basis, with previous experience of working in internal finance div., audit, budget, Strong people management and leadership skills</p>	<p>Key Responsibility Areas: Responsible for the financial health of the organization and all finance related matters of the organization Overall responsibility of all financial activities and to conduct performance review of functions including but not limited to: Finance : budgeting, operational cash flow and forecasting, tax planning and compliance, and financial reporting of revenue / expense and balance sheet, administrative activities relating to budget, record keeping & billing Revenue assurance, model design & monitoring, revenue leakage analysis, platform fees & charges revision, Development, implementation and maintenance / supervisions of Fintech Products deployed on GeM Platform such as GeM Sahay, On-Line EMD / PBG etc. Oversee development and implementation of financial policies and procedures for the organization Drive the development and monitoring of control systems to report accurate financial reports and results Ensure record keeping to meets the requirements of auditors and government agencies Decision making regarding prioritization of new projects basis financial analysis and planning Define metrics and KPIs to monitor performance, set goals and measure success of the direct reportees Any other responsibility as assigned by the competent authority from time to time Monitoring, guiding and supervising GeM Portal integrations with various Finance / Fintech partner portals such as Income Tax, ERPs, payment Portals, GPA, Banks, PFMS, IFMS etc. Oversee the issuance of financial information and reporting of financial results to the board of directors Coordinate the development of the financial and operational strategy including revenue mechanisms for the marketplace</p>	<p>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>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>
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Annexure-I

**Application for Deputation in Government e Marketplace (GeM)
for the Position of Chief Finance Officer (CFO)**

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 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 / Pay Level	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 Level:

19. 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 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:

Signature:

Place:

Address.....