

Government e Marketplace (GeM)
(A Section 8 Company under Ministry of Commerce & Industry)

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Jeevan Bharti Building,
Connaught Circus, New Delhi -110 001

No. GEM/HR/RECRUITMENT/DOPT/2022/3A


Date: 26th May, 2022

VACANCY CIRCULAR

Subject: Filling up the post of Chief Buyer 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 Buyer Officer (CBO)** 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-II. The applications along with NOC of the competent authority, should reach GeM at the email hr-head-gem@gem.gov.in within 30 days of publication of this vacancy circular on DoP&T portal.


(Sujata Krishnamoorthy)
Head-HR, GeM

Mode	Eligibility	Job Profile	Benefits / Allowances
Deputation through search cum selection process	For Deputaation: Official at Level-14 or higher with previous experience in a business development (or procurement role within government)	<ul style="list-style-type: none"> (i) Responsible for managing all G2G relationships for GeM including drafting of all related communication and driving resolution of any issues that may arise (ii) Driving the SCoGeM initiative i.e., the setting up of standing committee at the different Central Ministries and PSEs/ PSUs or State Government (as per role) to drive GeM adoption and understanding of the various challenges (iii) Prepare regular reports of progress and forecasts of the managed account (iv) Act as single point of contact for the different Government bodies i.e., Ministries / Departments etc. (v) Oversee the facilitation of the upload of the annual procurement plan by the buyer account (vi) Follow up with the assigned buyers to ensure that all procurement SLAs are met (vii) Define metrics and KPIs to monitor performance, set goals and measure success of direct reports Any other responsibility as assigned by the competent authority from time to time (viii) 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. (ix) 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. (x) Supervision of / furnishing of various reports / returns etc. related to their categories. (xi) Attending to and replying to / preparing draft replies to MP / VIP references, Complaints etc. concerning their categories. (xii) Providing relevant inputs to concerned nodal officers for RTI cases, Public Grievances, Parliament Questions, Audit Queries / Paras etc. related to their categories. (xiii) Processing of complaints received in the matters related to their categories, issue of Show Cause Notice, evaluation of SCN replies, seeking approval of competent authorities and arranging formal / informal / quasi-judicial hearings etc. in such cases if required. (xiv) 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. (xv) 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. (xvi) Interacting, liaising with and conducting webinars / seminars / training sessions with various trade Associations throughout the country. (xvii) Handling of Public Grievances, RTI, Parliament Questions etc. (xviii) Monitoring GeM Portal functioning for arresting Buyer seller fraud and collusion (xix) 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 	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>Sector Enterprises etc.</p> <p>Key Shared Accountabilities: Coordinate with the respective Relationship Manager to address any Ministry/Government level issues Communicate the needs of the managed account effectively to strengthen the value proposition for the managed account - integrated payment systems, value added services etc.</p>	
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**Application for Deputation in Government e Marketplace (GeM)
for the Position of Chief Buyer Officer (CBO)**

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 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 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 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:

Signature:

Place:

Address.....