

F.No.21/07/2019-CS-I(P)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)  
\*\*\*\*\*

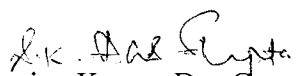
2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 16 December, 2019

**OFFICE MEMORANDUM**

-----  
**Subject:- Filling up the post of Chief Manager-Finance, in Government e Marketplace (GeM) on Deputation Basis.**  
-----

The undersigned is directed to circulate the Vacancy Circular No. A-12011/1/2019-HR-GeM dated 16<sup>th</sup> December, 2019 (along-with enclosures) received from Ministry of Commerce & Industry, Government e Marketplace who proposes to fill up the post of Chief Manager- Finance at its Headquarter, New Delhi either on deputation basis (through Govt/PSU personnel) or by hiring through open market.

2. It may be noted that cadre clearance from C.S.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 clarification, applicants are requested to contact the concerned Ministries/Departments.

  
(Sanjay Kumar Das Gupta)

Under Secretary to the Government of India  
Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)



**GeM**  
Government  
e Marketplace

Efficient • Transparent • Inclusive  
Procurement Made Smart



सत्यमेव जयते

448

भारत सरकार  
वाणिज्य एवं उद्योग मंत्रालय  
गवर्नमेंट ई-मार्केटप्लेस  
पंजीकृत कार्यालय: तृतीय तल, टावर-2  
जीवन भारती बिल्डिंग, कनॉट सर्कस  
नई दिल्ली-110001, इंडिया

Government of India  
Ministry of Commerce & Industry  
Government EMarketplace  
Regd. Office: 3rd Floor, Tower-2,  
Jeevan Bharti Building, Connaught Circus,  
New Delhi-110001, India

No. A -- 120.1/1/2019 – HR – GeM

Dated: 16<sup>th</sup>, December, 2019

To,

The Director (CS-1)  
Department of Personnel & Training,  
Lok Nayak Bhavan,  
New Delhi – 110003.

**Subject: Filling up position of Senior Management Group, in Government e Marketplace (GeM) on Deputation Basis**

Dear Sir,

This is in reference to above mentioned subject; it is requested to publish/upload the following vacancy on DOPT Website for filling up **post of Chief Manager - Finance** on deputation basis through search cum selection for eligible employees of Government/Semi Government/PSUs/ Govt. autonomous bodies.

The details of the Job profile to be notified/uploaded is enclosed for your reference.

**1. Chief Manager (Finance) – Single vacancy**

Yours sincerely,

(Rajeev Kandpal)

JS/CFO/Addl.CEO, GeM

Seal of the Office

डॉ० राजीव कान्दपाल

Dr. RAJEEV KANDPAL

संयुक्त सचिव एवं सीएफओ (जेएम)/JS & CFO (GeM)

भारत सरकार/Government of India

वाणिज्य विभाग/Department of Commerce

जीवन भारती बिल्डिंग, नई दिल्ली/Jeevan Bharti Building, New Delhi-1

ENCL. : As above

US (coord)

50(C1)/SKK  
17/12/19  
50(C1)

**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-12011/3/2019-HR-GeM**

**Dated :16th. – Dece. - 2019**

**Vacancy Notice**

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

2. The organization proposes to fill up the post of **Chief Manager – Finance** at its Headquarter, New Delhi either on deputation basis (through Govt/PSU personnel) or by hiring through open market.

3. In case of deputation, the appointment shall be initially for a period of three years which may be extended by another two years. In case of hiring through open market, the selected candidate shall be taken as a GeM employee and the appointment shall be as per GeM rules. The details of qualification / key responsibility areas etc. are as per Annexure I. The maximum age for appointment shall in no case exceed 55 years as on 01.12.2019.

3. The willing applicants are requested to forward applications in the prescribed format along with updated copy of **their bio-data / resume along with NOC and self attested** copies of ACRs/ APARs for the last five years (only in case of Deputation) 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 address given below on or before **31<sup>st</sup>. December, 2019.**



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

## Annexure 1

Job Description

Requirement	Description
<b>Job Position</b>	<b>Chief Manager - Finance</b>
<b>Qualification &amp; Eligibility</b>	<ul style="list-style-type: none"> <li>• Candidate should be a qualified Chartered Accountant</li> <li>• Age not more than 50 years as on 1.12.2019</li> </ul>
<b>Criteria</b>	
<b>Prior Experience</b>	Minimum 8-10 years' experience of working as a Finance Manager/Senior Manager in Finance wing of Govt./CPSEs/ State PSEs/Autonomous bodies/ Private entities ( applied for Deputation or Direct Entry through Market Resources )
<b>Key Responsibilities Areas</b>	<ul style="list-style-type: none"> <li>• Provide leadership to finance and accounting areas of the organization. Provide useful financial insights to help make better decisions about formulating and executing strategy and provide guidance and analysis to executive and operational management to improve results.</li> <li>• Maintain system of accounts and keep books and records on all transactions and assets.</li> <li>• Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.</li> <li>• Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.</li> <li>• Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.</li> <li>• Manage processing all of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.</li> <li>• Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules. Maintain an orderly accounting filing system.</li> <li>• Assist in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management.</li> <li>• Assist in coordinating the preparation of the draft audited financial statements and all tax returns.</li> <li>• Prepare and assist with developing audit schedules for the annual audit.</li> </ul>

**Compensation**On deputation basis:

Selected candidates salary shall be fixed at a scale higher than present salary drawn.

Through direct appointment:

Compensation shall be negotiable based on last salary drawn and market norms.

**Procedure for Applicants:**

- i. Interested applicants are requested to send in their application strictly in format given in Annexure by 31/12/2019 to [resume.gem@gem.gov.in](mailto:resume.gem@gem.gov.in)

*Re-*

## Annexure – II

## PART 1

## Application for Deputation in Government e Marketplace (GeM) .

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 closing date of receipt :

Of application (Should be below-

55 years) for submission 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 &amp; 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

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

**13. Relevant Training programme 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:

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</p>	<p>As per DOPT, CDA/IDA Rules</p> <p>As per DOPT, CDA/IDA rules</p>



		<p>organisation:</p> <p>(i) HRA/Transport Allowance</p> <p>(ii) Joining time and Joining Time Pay</p> <p>(iii) Travelling Allowances and Transfer TA</p> <p>(iv) Children Education Allowance</p> <p>(v) LTC</p> <p>(c) Following allowances / facilities will be regulated in accordance with the rules explained against each:</p> <p>(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</p> <p>(ii) <b>Medical Facilities:</b> In accordance with the rules of the borrowing org i.e. Mediclaim, GPA &amp; GTL</p> <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> <p>(e) Productivity Linked Incentive(PLI)</p> <p>(f) Vehicle as per entitlement</p>	<p>As per DOPT, CDA/IDA rules</p> <p>As per DOPT guidelines</p>
<b>Sr.No.</b>	<b>Name of</b>	<b>1. Chief Manager - Finance</b>	

	Post Applied For	
1	Pay Level:	Pay Level-11 to 13 of 7th CPC Pay Matrix
	Eligibility criteria:	Officers of the Govt. Of India/State Govt/CPSEs/Govt. Statutory Bodies/Govt. Autonomous Bodies (i) Holding equivalent Level – 11 post on regular basis with Experience <b>OR</b> (ii) Officers holding Level 12, 13 posts.
	Qualification: (Desirable)	As noted on previous pages against post profile, however, possession of higher qualifications and allied Experiences in the field of job profile applied for shall be preferred