

No. GEM/HR/RECTT:SO/ASO-HR/2025
भारत सरकार / Government of India
वाणिज्य और उद्योग मंत्रालय / Ministry of Commerce & Industry
वाणिज्य विभाग / Department of Commerce
गवर्नमेंट इमार्कटप्लेस / Government eMarketplace (GeM)

3rd Floor, Tower-2, B-Wing, Jeevan Bharti Building
Connaught Circus, New Delhi -110 001

Dated: 2nd June 2025

VACANCY CIRCULAR

Subject: Inviting application for one post of Section Officer (HR) / Assistant Section Officer (HR) in Government eMarketplace (GeM) on Deputation Basis.

Government eMarketplace (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 eMarketplace (GeM) invites applications for the position of a **Section Officer (HR) / Assistant Section Officer (HR)** 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. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be governed by relevant instructions of DoPT. The deputation shall be under Foreign Service terms and conditions.
4. Applications of eligible and interested candidates may kindly be forwarded to GeM in the proforma at Annexure-III. The applications alongwith NOC of the competent authority, should reach GeM at the email "manager-ta@gem.gov.in" on or before 1st July 2025.

(Manoj Kumar)
Dy. CEO – HR

**Job Description for the post of Section Officer (HR) or Assistant Section Officer (HR)
in Government eMarketplace (GeM)**

Mode of deployment	Name of the post / Pay Level / Age Limit	Job Profile	Benefits/ allowances admissible
Deputation through search cum selection process	<p>Section Officer (HR) or Assistant Section Officer – 1 post under SPV- Government</p> <p>Pay Level: Level-8/9 OR Level-7</p> <p>The compensation admissible shall be pay scale one level higher than what the officer / official is drawing in the parent cadre on the date of joining on deputation after selection and pay fixation will be done as per Government of India rules.</p> <p>Age – Maximum 45 years as on the last date for receipt of application mentioned on the advertisement.</p> <p>Note : The crucial date for determining eligibility will be the last date for receipt of applications.</p>	<p>Essential:</p> <p>Section Officer or Assistant Section Officer:</p> <p>Officers from the Central Government holding analogous posts on regular basis in the parent cadre / department in Level-8/9 of the Pay Matrix</p> <p>OR</p> <p>Officers having four years of regular service in Level-7 of the Pay Matrix.</p> <p>Experience in handling all establishment & service matters relating to Government employees including Recruitment, Payroll (Refer Annexure II for details)</p> <p>Desirable:</p> <p>Good skills for working in a computerized office environment.</p>	All other benefits / allowances admissible shall be as per GeM HR Manual.

Annexure - II

Detailed Job Description
All establishment and service matters relating to Government employees appointed on deputation / under CSS in GeM
Recruitment of Government employees on deputation – from circulation of vacancies to appointment of the selected candidate
Preparation and issuing of Identity Certificate / NOC for issue of passport, NOC for Visa / travel abroad
Obtaining of Vigilance Clearance in respect of employees whenever required
Preparation of payroll inputs of SPV and PMU employees, coordination with ZingHR and Checking of salary register
Initiating eoffice file for payment of salary to SPV / PMU employees
Processing of requests for LTC Advance / Final LTC claim / Leave encashment with LTC
Processing of claims for medical reimbursements, newspaper reimbursement, claims for reimbursement expenses incurred for purchase of briefcase / office bag
Booking of flight tickets through Balmer Lawrie Co. Ltd. or any other agency
Booking of hotel rooms through Balmer Lawrie Co. Ltd. or any other agency
Initiating eoffice file for calculation and remittance of Leave Salary and Pension Contribution for payment to parent departments of the Government employees
Providing of information for Parliament Questions and for RTI queries
Furnishing of monthly / quarterly / annual returns
Preparation of draft notes and letters on various matters as and when required
Any other work assigned by superior officers

**Application for the Position of Section Officer / Assistant Section Officer (HR)
in Government eMarketplace (GeM) on deputation basis**

1. Post Applied For:**2. Personal Details:**

- **Name (in full):**
- **Father's Name:**
- **Gender:** Male / Female / Transgender:
- **Nationality:**
- **Date of Birth (dd/mm/yyyy):**
- **Age as on date of application:**
- **Marital Status:**

3. Contact Information:

- **Address for Correspondence:**
- **Phone Numbers:**
 - Office:
 - Residence:
- **Email ID:**

4. Academic & Professional Qualifications:

Name of Institute / Board / University	Year of Passing	Exam/Degree	Aggregate Percentage & Division	Remarks

5. Experience Details:

- **Total Experience (in years and months):**
- **Experience in Public Procurement (in years and months):**

6. **Employment History (in chronological order):**

Sl. No.	Office / Organization	Post Held	Duration	Pay Level & Basic Pay	Nature of Duties/Responsibilities	Specific Achievements (if any)

7. **Relevant Training Programs Attended:**

- [List of training programs]

8. **Special Achievements:**

- [Details of any special achievements]

9. **Current Position Details:**

- **Designation:**
- **Date from which held:**
- **Scale of Pay (Pay Level):**
- **Present Pay Drawn:**
- **Status of Current Post:** Regular / Tenure / Deputation / Temporary / Permanent / Officiating / Ad-hoc (Please specify and mention since when)

10. **If on Deputation, provide additional details:**

- **Details of Regular Post Held:**
- **Scale of Pay:**
- **Since When Held:**
- **Period of Deputation/Contract:**
- **Name of Parent Office/Organization:**

11. Present Employment Details:

- **Working Under:**
 - Central Government
 - State Government
 - PSU
 - Autonomous Body
 - Other (Please specify)

12. Remarks:

- **Research Publications, Reports, and Special Projects:**
- **Awards/Scholarships/Official Appreciation:**
- **Affiliations with Professional Bodies/Institutions/Societies:**
- **Any Other Information:**

13. Willingness to Work in Delhi:

- Yes / No

14. Acquaintance with GeM Personnel:

- Do you know anyone in Government e-Marketplace (GeM)?
 - Yes / No
- If Yes, please provide the Name & Designation of the GeM Officer:

Declaration:

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:

To be filled up by the cadre controlling authority

Office of

F.No.....

Date:.....

1. The applicant Shri/Smt./Ms if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. No Vigilance case is pending / contemplated against the Officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele of the forwarding officer

(Office Stamp)

Date:

Place: