

No.GEM/HR/RECRUITMENT/RB/01
Government e Marketplace (GeM)
Ministry of Commerce & Industry
Department of Commerce

3rd floor, Tower-2, B-Wing
Jeevan Bharti Building
Connaught Circus, New Delhi -110 001
Dated: 16th June, 2021

To

Shri Ajeet Singh Yadav,
ED / RS (P), Railway Board,
334 Rail Bhavan,
New Delhi.

Subject: Engagement of Retired Government Officer as Adviser (Railways) in Government eMarketplace (GeM)

Dear Sir,

Kindly find enclosed the Job Description as Annexure-I, for a vacancy of Adviser (Railways) which is to be filled at Government eMarketplace (GeM) by an eligible retired officer of Railways. Government eMarketplace (GeM) is a Section 8 Company under the Ministry of Commerce & Industry, Government of India. It is requested that the job advertisement may please be displayed on the appropriate Railway website with the Heading "Engagement of Retired Railway Officer as Adviser (Railways) in Government eMarketplace (GeM)". Eligible candidates may send their applications latest by 2nd July 2021 to the email id hr-head-gem@gem.gov.in.

Yours faithfully,


(Beena Dennis)
Head-HR

Job Description for the position of Adviser (Railways)
in Government eMarketplace (GeM)

GeM is looking forward to engaging retired Govt. / PSU employees having past experience of Public Procurement as Adviser in GeM.

Key Skills required are:

- Must be a retired senior functionary from any Railways Public Sector Undertaking or from Indian Railways (Retired) with 20+ years of total Work Experience out of which minimum 10 years' experience should be of handling Public Procurement in these sectors.
- Knowledgeable of institutional regulations, relevant procurement policies, peculiarities of procurements and procedures in that sector.
- Must have knowledge & expertise to help GeM further in integration of the existing online procurement systems of such organizations and their payment systems integrations
- Capable enough to encourage adoption of GeM & its procurement related practices by Railways sector
- Administer effective implementation of plans and ensure their appropriate execution.

Qualification & Skill Sets:

Preferably:

- Graduate/post graduate degree in Engineering/Management
- Strong people and relationship management and leadership skills
- Capability to work in a fast-paced high growth environment

GeM Selection Committee reserves the right to relax the qualifying criteria