Government eMarketplace

[A Government Company registered under Section 8 of the Companies Act, under Ministry of Commerce & Industry, Government of India]

Date – 20-Nov-26

Recruitment for the role of Senior Assistant Director - States & Union Territories

About GeM

Government eMarketplace (GeM) is a unified digital platform that facilitates end-to-end procurement of goods and services by various government departments, organizations, and public sector undertakings (PSUs). Our Honourable Prime Minister's concerted efforts to harness the power of digital platforms to achieve 'Minimum Government, Maximum Governance' led to the genesis of GeM in 2016.

GeM provides a paperless, cashless and contactless ecosystem for government buyers to directly purchase products and services from pan-India sellers and service providers through an online platform. GeM covers the entire gamut of procurement process, right from vendor registration and item selection by buyers to receipt of goods and facilitation of timely payments. GeM has envisioned to utilise the agility and speed that come along with a digital platform created with a strategic intent to reinvigorate public procurement systems and bring about a lasting change for the underserved as well as the nation.

Built on the pillars of Efficiency, Transparency and Inclusivity, GeM has emerged as a digital tool in nation's interest, aimed at catalyzing excellence in public procurement. To know more about us, please visit- https://gem.gov.in/

You may also follow us on social media platforms like – Twitter, LinkedIn, Koo App, YouTube, Facebook

GeM invites applications from eligible candidates for recruitment to the following position(s) on Contractual Basis:

S. No.	Name of Post	Job description
1	Senior Assistant Director - States & Union Territories	Annex I
Candidate Application Form	https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=2aKxX54Kck-comFauthHbH6oFvCjj8xFpeOTeLzdJs1UNVlzRkVTRUFSOVlPNDVUTFFCRzUxVlBCUi4u	

This is a contractual engagement under the Project Management Unit (PMU) for an initial period of 5 years, extendable based on performance and organizational requirements.

Eligible applicants may submit their applications via email to **resume.gem@gem.gov.in**, along with the duly completed application form and an updated CV, on or before 29-Nov-26.

GeM selection committee reserves the right to relax or extend the eligibility criteria and educational qualifications. The crucial date for determining eligibility will be the last date of receipt of applications. No applications shall be entertained under any circumstances after the stipulated date. Incomplete applications without application form shall not be considered. GeM reserves the right to shortlist candidates for interview. Applicants should note that mere fulfilment of minimum eligibility criteria may not ensure consideration for short listing for interview. GeM will not entertain any correspondence on this subject and decisions of GeM will be final in all matters.

Annexure I

JOB DESCRIPTION			
Designation	Senior Assistant Director - States & Union Territories	**Level**	E3
Cluster	Telangana	**Type Of Employment**	Contractual under Project management unit (PMU) of GeM.
Place of posting	Hyderabad	**Note**	The individual should be willing to relocate to the other locations as well as should be open to extensive travel.
Job Specification			
Role And Responsibility	• Responsible for key account management i.e., handling the most strategic buyer accounts for GeM and building and maintaining strong relationships. • Responsible for driving adoption within buyer organizations. • Coordinate escalations / support for the buyer organization with the Technical/Operations team. • Responsible for growing the account by identifying and addressing untapped opportunities. • Oversee the facilitation of the upload of the annual procurement plan by the buyer account. • Follow up with the assigned buyers to ensure that all procurement SLAs are met. • Any other responsibility as assigned fromtime to time.		
Key Shared Accountabilities:	• Coordinate with technical & customer experience teams to understand and communicate buyer needs effectively and strengthen value proposition for the buyer account		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	**Essential –** • Minimum 6 years of total work experience in a business development/sales or similar role.		
EDUCATION REQUIREMENTS	• Graduate Degree in any discipline from a recognized Institute / University. • Post Graduate Diploma or Degree with a specialization in Marketing or Operations or Strategy or IT from a recognized Institute / University is preferred.		
GOOD TO HAVE SKILLS	• Strong people and relationship management and leadership skills • Capability to work in a fast-paced high growth environment. • Candidate knowing local language will be preferred.		