

No. GEM/HR/RECRUITMENT-ARO/2026
भारत सरकार / Government of India
वाणिज्य और उद्योग मंत्रालय / Ministry of Commerce & Industry
वाणिज्य विभाग / Department of Commerce
गवर्नमेंट इमार्कटप्लेस / Government eMarketplace (GeM)

2nd Floor, Jeevan Tara Building
Sansad Marg, New Delhi -110 001

Dated: 19th October 2026

VACANCY CIRCULAR

Subject: Filling up the position of Assistant Risk Officer (ARO) 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 Assistant Risk Officer (ARO) to be filled on deputation basis.
3. The job description of the post, details regarding period of deputation and other details are given in Annexure-I. The deputation shall be under Foreign Service terms and conditions.
4. Applications of interested candidates may kindly 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 manager-ta@gem.gov.in on or before 18th November 2026.**

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KUMAR

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(Manoj Kumar)
Dy. CEO (HR)

Job Description for the post of Assistant Risk Officer (ARO) in Government eMarketplace (GeM)

Mode of deployment	Eligibility	Job Profile	Benefits/ allowances admissible
Deputation through search-cum-selection process	Assistant Risk Officer - under SPV Government (1) Officers from any of the Central services of the Government of India working on Regular / Non-Functional basis in Level 7 with minimum total experience of 4 years in Government Service, Or Regular / Non-Functional basis in Level 8 with minimum total experience of 3 years in Government Service. (2) Minimum cumulative 2 years' experience of handling risk management/ data analytics/audit, financial / risk analysis or vigilance-related work such as (i) fraud/anomaly detection using statistical or data-analytics tools and/or (ii) audit or investigation of financial/procurement transactions and/or (iii) handling of vigilance complaints/inquiries and/or (iv) analysis of large government datasets for identification of trends, risks or irregularities, is a mandatory eligibility requirement. (3) Age - Maximum 45 years as on the last date for receipt of application mentioned on the advertisement. Desirable: Good skills for working in a computerized office environment. Note: i. All appointees shall be deemed to be Public Servants for the purpose of the CCS (Conduct) Rules and such other Statutes as notified by	The Job profile includes working in a dynamic, data-driven work environment involving working with employees from Government and Private Sector and the role of the ARO will involve identifying, analysing, assessing, and mitigating operational, financial, and strategic risks. The indicative list of responsibilities is as under: (i) Assist the Risk/ Vigilance Officer in day-to-day preventive, punitive and participative vigilance functions relating to transactions on the GeM portal. (ii) Carry out bid-cycle analysis, short-duration bid analysis and bid decryption checks to detect cartelisation, price manipulation, bid-rotation and other irregular bidding patterns. (iii) Monitor and analyse participation of suspended, blacklisted or debarred sellers on the platform, and flag violations or attempts at circumvention for further examination. (iv) Undertake seller-profile analytics and buyer/seller behaviour analysis to identify anomalous transaction patterns, unusual pricing, or related-party arrangements warranting scrutiny. (v) Assist in preliminary scrutiny and fact-finding on complaints received through CPGRAMS, CVC, whistle-blower mechanisms and other channels, and prepare notes for the Risk/Vigilance Officer. (vi) Maintain vigilance case records, complaint registers and trackers, and compile periodic statistical returns for submission to the Risk/Vigilance Officer/CVO. (vii) Build and maintain analytical queries, scripts and dashboards (e.g. Python, SQL, Power	The benefits / allowances admissible shall be as per GeM HR Manual.

Mode of deployment	Eligibility	Job Profile	Benefits/ allowances admissible
	the Government from time to time. ii. The crucial date for determining the eligibility will be the last date of receipt of applications.	BI/Tableau) for continuous, rule-based and statistical transaction monitoring. (viii) Assist in compiling inputs for the Annual Vigilance Report, the Agreed List, the List of Officers of Doubtful Integrity and other periodic returns required under CVC guidelines. (ix) Coordinate with the IT/Product teams for implementation of system-level red flags and preventive vigilance controls on the portal. (x) Any other responsibility as assigned by the Vigilance Officer/Chief Vigilance Officer from time to time.	

**Application for Deputation in Government e-Marketplace (GeM)
for the Position of Assistant Risk Officer**

1. **Post Applied For:** Assistant Risk Officer

2. **Personal Details:**

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

3. **Contact Information:**

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

4. **Academic & Professional Qualifications:**

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

5. **Experience Details:**

- o Total Experience (in years and months):
- o Experience in Risk Management/ Risk Control / Vigilance / Audit / Data Analytics (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:**

- o [List of training programs]

8. Special Achievements:

- o [Details of any special achievements]

9. Current Position Details:

- o Designation:
- o Date from which held:
- o Scale of Pay (Pay Level):
- o Present Pay Drawn:
- o 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:

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

11. Present Employment Details:

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

12. Remarks:

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

13. Willingness to Work in Delhi:

- o Yes / No

14. Acquaintance with GeM Personnel:

- o Do you know anyone in Government e-Marketplace (GeM)? Yes / No
- o 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: