



Government eMarketplace

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

Dated: 5th Oct 2026

VACANCY CIRCULAR

Subject: Filling up the post of Senior Manager – Product Approval in Government eMarketplace (GeM)

1. In continuation of GeM Vacancy Circular of even number dated 25th Sept 2026 (copy enclosed) inviting applications for consideration to the post of Senior Manager – Product Approval in GeM, it is informed that the last date for submission of applications for the post has been extended till 9th Oct 26.
2. Applications of interested candidates along with CV, may be forwarded to GeM at the email resume.gem@gem.gov.in by the stipulated date.



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Date – 25-Sept-26

Recruitment for the role of Senior Manager – Product Approval

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:

Sl. No.	Name of Post	Job description
1	Senior Manager – Product approval	Annex I

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 can apply by submitting their applications by email at resume.gem@gem.gov.in including CV by 05-Oct-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 Manager – Product approval	Level	E-4
Job Location	New Delhi	Type Of Employment	Contractual under Project management unit (PMU) of GeM.
Job Specification			
Role Overview	Managing the Product Approval function at GeM and ensure timely and accurate processing of product catalogue approval requests in accordance with GeM policies, technical specifications and regulatory requirements.		
Role Responsibility And	• Manage Product Approval operations on GeM Portal. • Ensure compliance with Product Approval Policy and prescribed TAT. • Examine category relevance, product images, MRP documents, model numbers, technical specifications and applicable certifications (BIS/BEE/MTCTE/CDSCO etc.). • Handle complex product approval cases and escalations including RTI, Grievances. • Develop SOPs and operational guidelines. • Monitor productivity, quality and pendency. • Coordinate with Technology, Category, Helpdesk and other stakeholders. • Prepare MIS, dashboards and analytical reports. • Drive process improvements and automation initiatives. • Conduct training and quality reviews. • Undertake any other responsibility as assigned by GeM.		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	• Minimum 8 years of total professional experience, including at least 3-year of experience in any of the following: ○ Catalogue Management ○ Quality Assurance and Certification ○ Public Procurement ○ Supply Chain Management ○ E-commerce Operations		
EDUCATION REQUIREMENTS	Essential • Bachelor's degree in Engineering / Technology / Management / Commerce / Science from a recognized institution. Desirable • MBA/PGDM or equivalent qualification. Certification in Quality Management, Supply Chain Management, Procurement, Data Analytics, Six Sigma or Project Management shall be an added advantage		
Required Skills	• Strong analytical and decision-making abilities. • Knowledge of technical product specifications • Understanding of statutory certifications including BIS, ISO, FSSAI, PSARA, CMVR and other regulatory compliances. • Understanding of Government procurement procedures and policies. • Strong stakeholder management skills. • Excellent drafting and communication skills. • Advanced proficiency in MS Excel; Power BI or SQL shall be an added advantage. • Experience in data analysis and process improvement. • Ability to manage large operational teams and third-party agencies. • Strong problem-solving ability with attention to detail.		

Key Competencies	• Leadership and Team Management • Policy Interpretation • Quality Management • Data Analytics • Stakeholder Management • Process Improvement • Risk Assessment • High Integrity and Accountability
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**Application for Senior Manager – Product Approval
Position at
Government e Marketplace, GeM**

Please answer the below mentioned questions as a process to apply for your candidature and share it along with your update resume on resume.gem@gem.gov.in.

- Please specify your graduation degree along with specialization with year of passing:
- Please specify your post-graduation degree along with specialization with year of passing:
- Your total experience:
 - Your annual current CTC:
- Your annual expected CTC:
- Do you have 3-years of experience in any of the following: (Please Specify)
 - Catalogue Management
 - Quality Assurance and Certification
 - Public Procurement
 - Supply Chain Management
 - E-commerce Operations
- How soon you can join us?
- Are you Open to work in Delhi?
- Do you know anyone in Government e Marketplace (GeM), If Yes, please mention the Name & Employee's current designation and Phone number

Bharti Vidyapeeth College Of Engineering
Unique Identification Authority Of India (UIDAI)