



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 – Vendor Validation 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 – Vendor Validation 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 – Vendor Validation

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 – Vendor Validation	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 – Vendor Validation	Level	E-4
Job Location	New Delhi	Type Employment	Of Contractual under Project management unit (PMU) of GeM.
Job Specification			
Role Overview	GeM is looking for an experienced and analytical professional to manage the Vendor Assessment function. The professional will be responsible for managing Vendor Assessment (VA), Relaxed Vendor Assessment (VAR), Validation of Service Providers (VSP), Validation of Forward Auction (VFA) Buyers and Brand Approval (BA) in accordance with the GeM Vendor Validation Policy and Policy Document of Brand and Product Approval. The role requires managing high-volume operations, ensuring compliance with GeM policies, monitoring third-party Vendor Validation Agency performance, handling policy interpretation, process improvements, quality audits, stakeholder coordination and technology-driven enhancements.		
Role Responsibility	And	• Supervise end-to-end Vendor Assessment operations on GeM. • Ensure timely processing of applications under: ○ Vendor Assessment (VA) ○ Vendor Assessment Exemption (VAE) ○ Validation of Service Providers (VSP) ○ Validation of Forward Auction (VFA) Buyers ○ Brand Approval • Monitor compliance with the GeM Vendor Validation Policy and Policy Document of Brand and Product Approval including prescribed operational guidelines therein. • Examine complex Vendor Assessment cases involving: ○ Validation of submitted documents ○ Manufacturing capability assessment ○ Land border compliance as per Department of Expenditure guidelines ○ Vendor Assessment Exemption ○ Service Provider Validation ○ Government certifications and statutory documents • Monitor the performance, productivity and quality of the Vendor Validation Agency. • Review and analyse audit findings and implement corrective actions. • Develop and update SOPs, operational advisories, templates and quality standards. • Coordinate with Technology, Category Management, Legal, Helpdesk, Certifying Authorities and the Vendor Validation Agency. • Handle escalations, grievances, RTIs, Parliamentary references and Ministry references related to Vendor Assessment. • Analyse operational data, identify process gaps and recommend automation and AI-based improvements. • Monitor operational KPIs, TAT adherence, pendency and service quality. • Conduct training programmes and knowledge sessions for Vendor Validation Agency. • Prepare management dashboards, analytical reports and presentations.	

	• Support policy formulation and implementation relating to Vendor Assessment. • Perform any other responsibility assigned by GeM from time to time
JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	• Minimum 8 years of total professional experience, including at least 3-year of experience in any of the following: ○ Vendor capability /compliance assessment ○ Quality Assurance and Certification ○ Public Procurement
EDUCATION REQUIREMENTS	Essential • Bachelor's degree in Science / Engineering / Technology / Management / Economics / Commerce/ Law from a recognized institution. Desirable: • MBA/PGDM in Operations, Marketing, Business Analytics, Strategy will be preferred. • Additional qualifications/certifications in Procurement, Product Management, Quality Management, Data Analytics, Six Sigma, Project Management shall be an added advantage. • Qualified Chartered Accountant (CA) or Company Secretary (CS) shall be preferred, • Experience in Corporate Law / Company Law / Corporate Governance shall also be preferred.
Required Skills	• Strong analytical and decision-making abilities. • Knowledge of manufacturing processes and quality systems. • Understanding of statutory certifications including BIS, ISO, FSSAI, PSARA, STQC, CMVR, GST, PAN 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

Application for Senior Manager – Vendor Validation
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)
 - Vendor capability /compliance assessment
 - Quality Assurance and Certification
 - Public Procurement
- 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