



Centre for IT Enabled Services & Management

UNIVERSITY OF JAMMU, Jammu-180006

(NAAC Accredited A++ University)

Application form for Creation of GeM Email ID on jammuuniversity.ac.in Domain

1. Name of the Applicant:

First Name _____ Last Name _____

2. Designation _____

3. Department _____

4. GeM account applied as (Head/PI/Others) _____

5. Email for creation of GeM A/C as _____ (1. Buyer 2. Consignee 3. Buyer & Consignee)

6. Email ID for Correspondence _____
(Other than jammuuniversity.ac.in)

7. Aadhaar Linked Mob No. _____

8. Present email Id on the domain jammuuniversity.ac.in _____

9. Date of Retirement _____ (DD/MM/YY)

Signature of the Applicant
With date and seal

Signature of the Recommending
Authority (in case of PI & others
with seal)

Approval of Director
(Centre for IT Enabled Services and Management)

GeM email Id assigned for creation of GeM A/c _____

Dealing Assistant Programmer

Terms & Conditions

1. The email ID is exclusively for official GeM portal transactions only.
2. The individual user is accountable for all emails, transactions, and actions on the GeM portal using their ID and password.
3. Users are requested to keep the given email ID and password a secret.
4. Please change your password at least once in every three months.
5. By not doing so (point no. 3 & 4 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious mails on the accounts behalf. University is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account by the NIC.
6. Do not open any attachments unless, it has come from a known source. They might contain a virus that will corrupt your computer.
7. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
8. The details of Email Accounts/ Email Addresses shall not be shared with anyone unless authorized by Competent Authority.
9. All users availing the email services need to use 2FA to access their account.
10. Aadhaar linked mobile numbers are required for registration and verification.

This is to declare that I have read the terms and conditions and I agree to abide by them.

**Signature of the Applicant
with date and seal**