



UNIVERSITY OF JAMMU
Application Form for Creation of GeM Account



1. Name of the Applicant: _____
2. Designation: _____
3. Department: _____
4. GeM Account applied as (Head/ PI/ Branch Head/ Others): _____
5. GeM Account as _____ (1. Buyer 2. Consignee 3. Buyer & Consignee)
6. GeM Account (Single/Dual): _____ Alternative Mobile No. for Dual Account: _____
7. GeMbuyer ID/.nic/.gov.in (Already allotted) _____
8. Aadhaar Linked Mob. No. _____ Phone No. (Office) 0191-2 _____
9. Email id for correspondence: _____
10. Date of Retirement: _____ (DD/MM/YYYY)

Signature of the Applicant
with date & seal

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

Approval of GeM Primary User
(Registrar, University of Jammu)

Approval of the Competent Authority
(Vice-Chancellor)

GeMbuyer ID/.nic/.gov.in/jammuuniversity.ac.in (Alloted) _____
Assigned GeM Username _____
Activation link sent to _____ dated:- _____

Dealing Assistant

Signature of the
GeM Primary User

TERMS AND CONDITIONS

1. Users are requested to keep the given email id & GeM User ID and password a secret.
2. Please change your password at least once in every three months.
3. By not doing so (point no. 1 & 2 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.
4. Do not open any attachments unless, it has come from a known source. They might contain a virus that will corrupt your computer.
5. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
6. University is not responsible for the contents that are being sent as part of this email Id. The views expressed are solely that of the originator.
7. The details of Email Accounts/ Email Addresses/ GeM Account shall not be shared with anyone unless authorized by Competent Authority.
8. Install Kavach before accessing any Government email Id.
9. Installation of 2FA has been mandatory as per directives from the competent Authority.
10. All users availing the email services need to use 2FA to access their account.
11. GeM Buyer/Consignee holds the complete responsibility & shall be responsible for all the purchases made under that particular GeM account

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**