UNIVERSITY OF JAMMU
e-Governance Initiative Cell
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 alloted or to apply) _____

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)

Signature of Incharge GeM/
e-Governance

Approval of the Competent Authority
(Vice-Chancellor)

GeMbuyer ID/.nic/.gov.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 userid 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. Video tutorial is available on https://email.gov.in (after logging in) under the heading **How to Install Kavach App on Android & iPhone & Desktop.**

10. Installation of 2FA has been made mandatory as per directives from the Competent Authority.

11. All users availing the email services from NIC need to use 2FA to access their account.

12. 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