

Tr/3/2025-Training-DOP
Government of India
Ministry of Communications
Department of Posts
(Training Division)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Date: 02.02.2026

Office Memorandum

Subject: Introduction of **Mandatory Course Completion** and **Comprehensive Assessment** for all Central Government Employees on the iGOT Portal and Reporting in **APAR for the Year 2025–26**.

This is in continuation of this Division's OM of even number dated **18.08.2025 (copy enclosed)** regarding the introduction of mandatory course completion and Comprehensive Assessment for all Central Government employees on the iGOT Portal and recording of successful course completion and assessment status in the **APAR for the reporting year 2025–26**.

2. In this regard, the Department has already identified and assigned **six courses for all employees** of the Department of Posts, as detailed in **Annexure-I**. These courses are available to users under the "APAR" section of their iGOT profile. Further, users are required to successfully pass the **Comprehensive Assessment of three identified courses** for each employee, as detailed in **Annexure-IV**. These three identified courses completion are mandatory to undertake the comprehensive Assessment on the iGOT Portal. Detailed instructions for the Comprehensive Assessment are also provided in **Annexure-IV**.

3. Also, it is worth mentioning that APAR courses and Comprehensive Assessments are accessible only to **verified users** based on their **selected designation** on the iGOT Portal. Therefore, all employees are once again requested to ensure that their iGOT user profile is correctly updated, particularly concerning Group and Designation, on the iGOT Portal, as per this Division's OM dated 30.12.2025. **(Copy enclosed)**. It is reiterated that any non-reflection of course completion in the APAR due to incorrect or incomplete profile details shall be the responsibility of the concerned employee. Employees are also encouraged to download and use the iGOT Karmayogi mobile application for convenient access and completion of APAR courses.

4. All employees (except GDS and contractual staff) are required to complete at least 50% of the courses prescribed in Annexure-I, along with successful completion of the Comprehensive Assessments prescribed in **Annexure-IV**, by **31.03.2026**. The status of course completion and Comprehensive Assessment for the prescribed courses will be fetched automatically from the iGOT platform for SPARROW users and reflected in the APAR for the reporting period 2025–26. For other users, the status of course completion and the Comprehensive Assessment shall be generated from the iGOT Portal by the MDO for incorporation in the APAR.

5. Further, Circles are requested to initiate a **special drive** through the Circle iGOT Cell to ensure that all user profiles are verified and that every user:

- completes **at least one APAR course by 15.02.2026**,
- completes **three APAR courses by 01.03.2026**, and
- completes **all six APAR courses along with Comprehensive Assessments by 31.03.2026**.

6. For any queries or assistance, employees may write to their MDO/ Circle Office or this Division at missionkarmayogi.dop@indiapost.gov.in.

7. This has the approval of the Competent Authority.

Enclosures:

- i. **OM dated 18.08.2025** – Introduction of APAR Mandatory Courses.
- ii. **OM dated 30.12.2025** – Profile Verification on the iGOT Portal.
- iii. **Annexure–I**: List of APAR Mandatory Courses.
- iv. **Annexure–II**: iGOT Profile Verification Process.
- v. **Annexure–III**: List of Designations on the iGOT Portal.
- vi. **Annexure–IV**: List of APAR Mandatory Comprehensive Assessments.

Aarti Verma

(Aarti Verma)
Director (Training)

To

All employees of the Department of Posts through the e-office and the India Post website.

Copy to: -

1. Sr. PPS/PPS to Secretary (Posts)/DGPS
2. Sr. PPS/PPS to Members (PSB)
3. Sr. PPS/PPS to Sr. DDG(PAF)/ Sr. DDG (Vigilance)/ CGM (Parcel & CSS)/ CGM(PLI)
4. All Heads of Circles/ Director (RAKNPA)/ HOC CEPT
5. All DDGs/JS & FA
6. Director, PTCs (all)
7. Incharge- RTCs

Tr/3/2025-Training-DOP
Government of India
Ministry of Communications
Department of Posts
(Training Division)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Date: 18.08.2025

Office Memorandum

Subject: Introduction of **Mandatory Course Completion** and **Comprehensive Assessment** for all Central Government Employees on the iGOT Portal and Reporting in APAR for the Year 2025–26.

This is in reference to the Secretary, DoPT D.O. Letter No. T-28/27/2025-iGOT dated 01.08.2025 along with DoPT O.M. No. dated 04.07.2025 (copy enclosed) regarding the introduction of **mandatory course completion** and **comprehensive assessment** for all Central Government employees on the iGOT Portal and recording of successful course completion and assessment status in employees' APAR for the reporting year 2025–26.

2. In this regard, the Department has identified and assigned six courses (two courses from each competency, i.e. Behavioural, Functional and Domain) for all employees working in or posted under the Department of Posts as detailed in **Annexure-I**. These courses have been published on the iGOT Portal, and users can access them under the "My iGOT" section of their iGOT profile.
3. However, these courses will be reflected under the "My iGOT" section of the employee's iGOT profile only if the **user profile** has been correctly updated, i.e., **Group and Designation** on the iGOT Portal (the detailed process for profile verification is attached at Annexure-II).
4. All employees (except GDS & Contractual Staff) have to complete at least 50% of the courses prescribed in Annexure-I with successful completion of the comprehensive assessments of respective courses by 31.03.2026. Further, Mandatory Course Completion is a prerequisite for attempting the Comprehensive Assessment. The status of course completion and comprehensive assessment for the prescribed courses will be fetched from the iGOT platform and reflected in the Annual Performance Appraisal Report (APAR) for the reporting period 2025–26.
5. All employees to ensure that their iGOT profile is properly updated, transferred, and verified under the respective Circles/Postal Directorate/PTCs/RAKNPA MDO with respect to the Designation or group as detailed in Annexure-III. Please note that any non-reflection of course completion in the APAR will be the responsibility of the concerned employee. All employees to be encouraged to download the iGOT Karmayogi mobile application by using below QR codes.



For iOS



For Android

6. Further, Circles are requested to set up an iGOT Cell under the AD/APMG (Staff) in the Circle Office and initiate a special drive to ensure that all user profiles are updated with the correct group and designation in the iGOT Portal. Circles are also requested to share the details of the officers/officials designated in the iGOT Cell with this Division within a week.
7. For any queries or assistance, you are kindly requested to write to us at missionkarmayogi.dop@indiapost.gov.in.

This has the approval of the Competent Authority.

Enclosures:

Annexure- I, II, III & DoPT DO/OM

Dr. Pradeep Kumar
DDG (Training & Welfare)

To

1. All Head of Circles / HOC CEPT / Addl. DG APS C/o 56APO
2. CGM (BD) / CGM (Parcel) /CGM (PLI)/Sr. DDG (Vigilance)/Sr. DDG (PAF)
3. All DDsG – Postal Directorate
4. e-Office Notice Board
5. All employees (Group A, B & C) through the concerned Divisions/Circles

Copy to: -

1. Sr. PPS to Secretary (Posts)
2. Sr. PPS to DGPS
3. Sr. PPS/PPS/PS to Member (PSB)/ AS & FA
4. Office Copy

रचना शाह, भा.प्र.से.
सचिव
Rachna Shah, IAS
Secretary



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
Government of India
Department of Personnel & Training
Ministry of Personnel, Public
Grievances and Pensions

D.O. Letter No. T-28/27/2025-iGOT

1st August, 2025

Dear Secretary,

As you may be aware, this Department has issued an O.M. dated 04.07.2025 (copy enclosed), introducing Mandatory Course Completion and Comprehensive Assessment for all Central Government employees and officers of the All India Services (AIS), aimed at reinforcing the importance of continuous and role-specific capacity building. The O.M. also mandates that successful completion of the courses and assessment shall be duly recorded in employees' Annual Performance Appraisal Reports (APARs).

2. To facilitate smooth implementation of this initiative, an orientation workshop was organised on 14th July 2025 at CSOI, New Delhi, for officers from Central Ministries/ Departments/Organisations/CCAs/CTIs, including heads of Capacity Building Units in MDOs. This was followed by hands-on sessions at ISTM (July 15 - 18) for guidance on setting annual course completion targets and uploading Training Plans on iGOT.

3. As a next step, all Ministries/Departments/Organizations (MDOs) and Cadre Controlling Authorities (CCAs) are now required to identify relevant courses on the iGOT Karmayogi portal for employees at each level and to set these as annual training targets. **These courses should be added as "Training Plan" for each role/position/designation/ level on iGOT by 31.08.2025. Further, the timeline for creation of Question Banks for the Comprehensive Assessment by all MDOs and CCAs has also been fixed as 31.10.2025.**

4. It is therefore requested that necessary steps may be taken such that both milestones - Publication of training plans for all levels of employees and Creation of Question Banks for the Comprehensive Assessment - are completed within the timelines indicated, **not only for the Ministry/Department but also for all Organizations associated with the Ministry/Department.**

5. Your support is vital for the successful implementation of this transformative initiative. I look forward to your continued cooperation in advancing the objectives of Mission Karmayogi.

Best regards,

Yours sincerely,

Encl: As above.

Rachna
(Rachna Shah)

Secretaries to all Ministries /Departments
of Government of India

No.T-28/27/2025-iGOT
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Wing

Block-IV, Old JNU Campus,
New Delhi -110067
Dated: 04 July, 2025

Office Memorandum

Subject: Mandatory Course Completion and Comprehensive Assessment on the iGOT Karmayogi portal – reg.

The undersigned is directed to say that the National Programme for Civil Services Capacity Building (NPCSCB) – *Mission Karmayogi*, approved by the Union Cabinet on 2nd September 2020, aims to build a citizen-centric and future-ready civil service through a role-based capacity building approach. Competency-driven capacity building in government employees is being facilitated by way of the iGOT-Karmayogi digital learning platform. The platform offers anytime, anywhere learning on key domain, behavioral, and functional competencies.

2. In order to further underscore the need for continuous, role-specific capacity building, it has now been decided that all Central Government employees and officers of the All India Services (AIS) will be required to complete prescribed courses on iGOT annually and that this will also be reflected in their Annual Performance Appraisal Reports (APARs). **The courses for the Central Government employees and the officers of the All India Services (AIS) on Central Deputation shall be prescribed by their respective Ministries/ Departments/Organisations (MDOs) and for all other officers of the AIS, the same shall be prescribed by their respective Cadre Controlling Authorities (CCAs).**

3. Accordingly, the following instructions are hereby issued to all MDOs and the CCAs of the AIS.

- i. In the case of Central Government employees and the AIS officers under Central Deputation, all MDOs of Government of India shall identify relevant courses on the iGOT

Karmayogi Platform for employees at each level as the annual target. As an illustration, a minimum of 6 courses could be selected for each of the following levels - MTS, SO/ASO & equivalent, US & equivalent, DS/Director, JS and above.

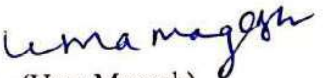
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select a minimum of 6 courses for each of the following levels - upto 9 years of service, above 9 and upto 16 years of service, above 16 and upto 25 years of service, 25 years and above of service.
- iii. These courses shall be added by the MDO Admin/CCA as “Training Plan” for each of the positions/designations/levels on the iGOT portal.
- iv. Once the “Training Plans” get added, these courses will get reflected as targets in the “My iGOT” section of iGOT profile of the respective users. This, however, will be possible only once the employee has updated her/his profile on iGOT so as to correctly reflect her/his current role/position/designation in the Ministry/Department/Organization the employee is serving in. AIS officers serving in the states/UTs must update their iGOT profiles to correctly reflect their service and batch such that they are mapped to the correct CCA and level (based on years of service).
- v. All employees shall complete at least 50% of the courses prescribed by the MDO/CCA for the year.
- vi. The status of course completion for mandated courses will be directly fetched from iGOT and reflected in the Annual Performance Appraisal Reports (APARs) from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27).
- vii. The information will be captured in a new sub-table under the existing “Training Programs Attended” section in Part-I of the APAR.

4. It has also been decided to roll out a Comprehensive Assessment Framework from the reporting period 2025-26 (corresponding to the APAR cycle of 2026-27). As per the framework, competency attainment will be evaluated through standalone assessments based on courses identified by the MDOs (or the CCAs as the case may be) for employees at each level. All central government employees and all officers of the AIS will have to pass the assessment

mandated for them during the course of the reporting year and the successful completion of the assessment will also be reported in the APAR by fetching relevant data from iGOT.

5. All MDOs are requested to ensure strict adherence and compliance with the aforementioned guidelines and to take active steps for their time-bound implementation in accordance with the timelines specified in Annexure A. The respective CCAs are requested to spearhead the implementation for AIS officers who are not on Central Deputation.

6. Detailed instructions regarding the roll out of comprehensive assessment will be issued separately. Necessary instructions regarding the modification of the APAR form will also be subsequently issued by the concerned CCAs.


(Uma Magesh)

Under Secretary to the Government of India
Tele: 26706310

To

- (i) Secretaries to all the Ministries/Departments of the Government of India
- (ii) All Cadre Controlling Authorities

Copy to:

- (i) Chief Secretaries of all State Governments /UT Administrations
- (ii) PSO to Secretary (P)
- (iii) Secretary, Capacity Building Commission
- (iv) CEO, Karmayogi Bharat
- (v) Director (IT), NIC
- (vi) Deputy Secretary /Director AIS Division, DoPT
- (vii) Deputy Secretary /Director, PP Division, DoPT

Tr-13/29/2022-Training-DOP
Government of India
Ministry of Communications
Department of Posts
(Training Division)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Date: 30.12.2025

Office Memorandum

Subject: Registration, Profile Transfer, and Verification on iGOT Karmayogi Portal- **Urgent Action Required.**

This is in continuation of this office's earlier communication dated 12.03.2025, 26.03.2025, 27.05.2025, 07.08.2025, 22.09.2025, and the DO letter dated 12.11.2025 regarding the verification of the user profile on the iGOT Portal.

2. It is imperative to inform that all employees are required to complete the mandatory courses and comprehensive assessment on the iGOT Karmayogi Portal for the current APAR year. The completion status of these mandatory courses will be reflected in their APARs. To ensure this, it is mandatory that the profiles of all working employees are verified and available under the respective Circles/PTCs/RAKNPA/CEPT/Postal Directorate on the iGOT Portal, so that the mandatory courses appear correctly in their respective profiles.

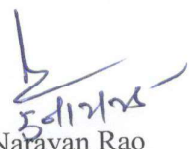
3. Therefore, all employees are advised to ensure that their iGOT profiles are properly updated in all aspects, verified, and available under the respective Circle/PTC/RAKNPA/CEPT/Postal Directorate as per the enclosed **Annexure-II & Annexure-II-A**. The list of designations available on the iGOT Portal is enclosed as **Annexure-III**. Any non-reflection of mandatory course completion in the APAR shall be the responsibility of the concerned employee.

4. Since the "Department of Posts" MDO is an **L1/Parent MDO**, there should be no users mapped under it. All existing users currently mapped under the "Department of Posts" MDO (users may verify the MDO name by clicking on their profile; the MDO name appears below the employee name) are required to transfer their profiles to their respective **Circles / PTCs / RAKNPA / CEPT / Postal Directorate** on or before **10.01.2026**.

5. In case of any queries or for assistance, please contact missionkarmayogi.dop@indiapost.gov.in.

This issues with the approval of the Competent Authority.

Enclosures:
Annexure- II, II-A & III


Ashutosh Narayan Rao
ADG (CP & Training)

To
All employees through the e-office and the India Post website.

Copy to: -

1. Sr. PPS to Secretary (Posts)/DGPS
2. Sr. PPS to Member (PSB)
3. PPS to Sr. DDG(PAF)/ Sr. DDG (Vigilance)/CGM(Parcel & CSS)/CGM(PLI)
4. All Heads of Circles/ Director (RAKNPA)/GM (CEPT)
5. All DDGs/GMs/JS & FA
6. Director, PTCs (all)
7. Incharge- RTCs
8. Office Copy

Annexure-I

List of APAR Courses linked with Designations

Linked Designations	Competency	Course Name	Course Provider	Duration	iGOT Course Link
All officers holding the designation of PMG/DDG and above i.e., Secretary (Posts), Director General Postal Services, Member (PSB), Sr. Deputy Director General, Chief Post Master General, Deputy Director General, Postmaster General, Chief Engineer) & equivalent designation as referred in Annexure-III	Domain	Post Office Regulations, 2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do_11422033879944396811100_rc/overvieww
		MIS Reports under the Advance postal Technology 2.0	RAKNPA	50m51s	https://portal.igotkarmayogi.gov.in/app/toc/do_114373388382404608139_rc/overvieww
	Functional	Data Driven Decision Making For Government	Wadhvani Institute of Technology and Policy (CBC)	2h30m	https://portal.igotkarmayogi.gov.in/app/toc/do_1137349858229288961285/overvieww
		Evidence based Policy Making	ISB Hyderabad	1h38m	https://portal.igotkarmayogi.gov.in/app/toc/do_113956369201438720137/overvieww
	Behavioural	Critical Thinking	ISB Hyderabad	1h51m	https://portal.igotkarmayogi.gov.in/app/toc/do_113950139420188672133/overvieww
		Purpose Driven Leadership	ISB Hyderabad	1h55m	https://portal.igotkarmayogi.gov.in/app/toc/do_113952147264946176170/overvieww
All officers holding the designation of Director/Principal Private Secretary and equivalent designation as referred in Annexure-III	Domain	Post Office Regulations, 2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do_11422033879944396811100_rc/overvieww
		MIS Reports under the Advance postal Technology 2.0	RAKNPA	50m51s	https://portal.igotkarmayogi.gov.in/app/toc/do_114373388382404608139_rc/overvieww
	Functional	Fundamentals of Public Policy	Indian Institute Of Management Bangalore	2h21m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143089865482649601691/overvieww

		Data Driven Decision Making For Government	Wadhvani Institute of Technology and Policy (CBC)	2h30m	https://portal.igotkarmayogi.gov.in/app/toc/do_1137349858229288961285/overview
	Behavioural	Self Leadership	The Art of Living	1h26m	https://portal.igotkarmayogi.gov.in/app/toc/do_113651330692145152128/overview
		Art of Storytelling	ISB Hyderabad	1h56m	https://portal.igotkarmayogi.gov.in/app/toc/do_113950003651936256130/overview
All officers holding the designation of Assistant Postmaster General, Deputy Director, Assistant Director General, Senior Superintendent of Posts, Superintending Engineer, Executive Engineer, Architect, Manager, or equivalent designation as referred in Annexure-III	Domain	Post Office Regulations, 2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do_11422033879944396811100_rc/overview
		MIS Reports under the Advance postal Technology 2.0	RAKNPA	50m51s	https://portal.igotkarmayogi.gov.in/app/toc/do_114373388382404608139_rc/overview
	Functional	Fundamentals of Public Policy	Indian Institute Of Management Bangalore	2h21m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143089865482649601691/overview
		Procurement of Goods and Services	Institute of Secretariat Training and Management	1h10m	https://portal.igotkarmayogi.gov.in/app/toc/do_1140046371909632001236/overview
	Behavioral	Moral thinking for action: An introduction to values and ethics	IIT Kanpur	1h17m	https://portal.igotkarmayogi.gov.in/app/toc/do_114240905287491584135/overview
		Effective Communication	Indian Institute of Technology (Indian School of Mines) Dhanbad	1h6m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143576794390691841545/overview
All officers holding the designation of Superintendent of Posts, Assistant Director, Assistant Superintendent	Domain	Post Office Regulations, 2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do_11422033879944396811100_rc/overview
		MIS Reports under the Advance postal Technology 2.0	RAKNPA	50m51s	https://portal.igotkarmayogi.gov.in/app/toc/do_114373388382404608139_rc/overview

of Posts, Inspector Posts, Private Secretary, Section Officer, Assistant Section Officer, Translator, Accounts Officer, Assistant Engineer, Junior Engineer, Assistant or equivalent designation as referred in Annexure-III	Functional	Communication for Citizen Centricity	Department of Personnel and Training DoPT	1h35m	https://portal.igotkarmayogi.gov.in/app/toc/do_11384383331773644811/overview
		Conduct Rules	Institute of Secretariat Training and Management	1h22m	https://portal.igotkarmayogi.gov.in/app/toc/do_113827496476262400124/overview
	Behavioural	Effective Communication	Indian Institute of Technology (Indian School of Mines) Dhanbad	1h6m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143576794390691841545/overview
		Managing and Leading Teams	ISB Hyderabad	1h40m	https://portal.igotkarmayogi.gov.in/app/toc/do_113955620332421120130/overview
All officials/officers holding the designation of Postal Assistant, Sorting Assistant, Postal Assistant (CO/RO), Accountant, Stenographer, Lower Division Clerk or equivalent designation as referred in Annexure-III	Domain	Post Office Regulations, 2024	Department of Posts	3h52m	https://portal.igotkarmayogi.gov.in/app/toc/do_11422033879944396811100_rc/overview
		Know Your Ministry - Department of Posts	RAKNPA	29m9s	https://portal.igotkarmayogi.gov.in/app/toc/do_114254573288022016123/overview
	Functional	Communication for Citizen Centricity	Department of Personnel and Training DoPT	1h35m	https://portal.igotkarmayogi.gov.in/app/toc/do_11384383331773644811/overview
		Conduct Rules	Institute of Secretariat Training and Management	1h22m	https://portal.igotkarmayogi.gov.in/app/toc/do_113827496476262400124/overview
	Behavioural	Overview of Gender Sensitization	Department of Posts	1h31m	https://portal.igotkarmayogi.gov.in/app/toc/do_1141342887585955841186/overview
		Effective Communication	Indian Institute of Technology (Indian School of Mines) Dhanbad	1h6m	https://portal.igotkarmayogi.gov.in/app/toc/do_1143576794390691841545/overview
All employees holding the designation of Multi-Tasking Staff & Canteen	Domain	Know Your Ministry - Department of Posts	RAKNPA	29m9s	https://portal.igotkarmayogi.gov.in/app/toc/do_114254573288022016123/overview
		Multi Tasking Karmayogi – Dakshta	Department of Posts	5h31m	https://portal.igotkarmayogi.gov.in/app/toc/do_1138978774471475201440/overview
	Functional	Communication for Citizen Centricity	Department of Personnel and Training DoPT	1h35m	https://portal.igotkarmayogi.gov.in/app/toc/do_11384383331773644811/overview

staff or equivalent designation as referred in Annexure-III	Behavioural	Conduct Rules	Institute of Secretariat Training and Management	1h22m	https://portal.igotkarmayogi.gov.in/app/toc/do_113827496476262400124/overview
		Overview of Gender Sensitization	Department of Posts	1h31m	https://portal.igotkarmayogi.gov.in/app/toc/do_1141342887585955841186/overview
		Developing Effective Soft Skills	Central Reserve Police Force (CRPF)	39m59s	https://portal.igotkarmayogi.gov.in/app/toc/do_1140017961653534721223/overview
All employees holding the designation of Postman/Mail Guard, Artisan, Staff Car Driver or equivalent designation as referred in Annexure-III	Domain	Know Your Ministry - Department of Posts	RAKNPA	29m9s	https://portal.igotkarmayogi.gov.in/app/toc/do_114254573288022016123/overview
		Citizen Centric Services Offered by India Post	RAKNPA	2h32m	https://portal.igotkarmayogi.gov.in/app/toc/do_1141349374333665281232_rc/overview
	Functional	Developing a Customer-Centric Culture in the Department of Posts	Assam Postal Circle	1h37m	https://portal.igotkarmayogi.gov.in/app/toc/do_1142105510656409601690/overview
		Conduct Rules	Institute of Secretariat Training and Management	1h22m	https://portal.igotkarmayogi.gov.in/app/toc/do_113827496476262400124/overview
	Behavioural	Overview of Gender Sensitization	Department of Posts	1h31m	https://portal.igotkarmayogi.gov.in/app/toc/do_1141342887585955841186/overview
		Developing Effective Soft Skills	Central Reserve Police Force (CRPF)	39m59s	https://portal.igotkarmayogi.gov.in/app/toc/do_1140017961653534721223/overview

Annexure-II

Registration, Verification & Transfer of User Profile on iGOT Portal

Training Division, Department of Posts



Step-by-step Process for



1. **Registration on iGOT**
2. **Profile Transfer**
3. **Profile Verification**

Please ensure that your iGOT profile is transferred to the concerned MDO (Circle/ CEPT/ PTCs/ RAKNPA/ Postal Directorate) before initiating the profile update.



Registration on iGOT



- Visit to URL: <https://portal.igotkarmayogi.gov.in/page/home>
- OR
- Log in through the iGOT Karmayogi App
- Log in with Password: Login with your email ID and Password
- Login with OTP: Login with your registered Mobile No. & OTP

Case –I

- Please attempt to log in using your current mobile number or email ID registered with iGOT. If the login is unsuccessful, you may try using an alternate mobile number or email ID that you may have used in the past.

Case –II

If you are not able to log in, share details (Name, DOB, CSI ID, Mobile No., Email, Desig, Group) with your organization, i.e., your Circle Office, or CEPT/PTC/RAKNPA (if posted in CEPT /PTC /RAKNPA)

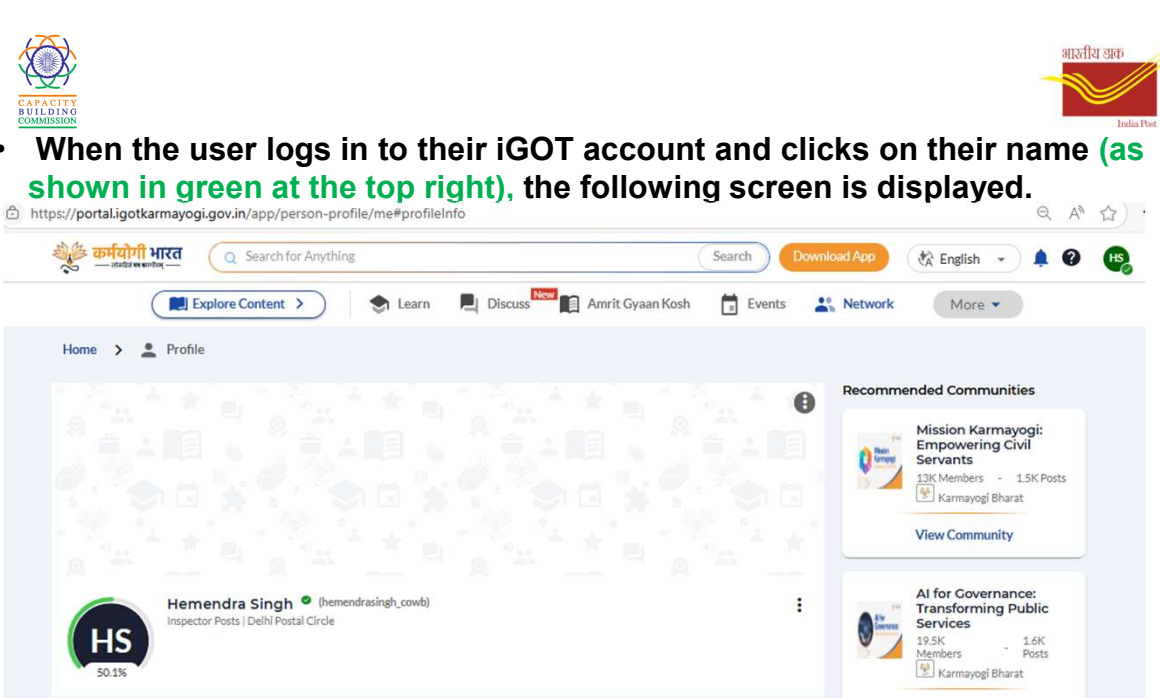


Transfer Request Profile : Step by Step



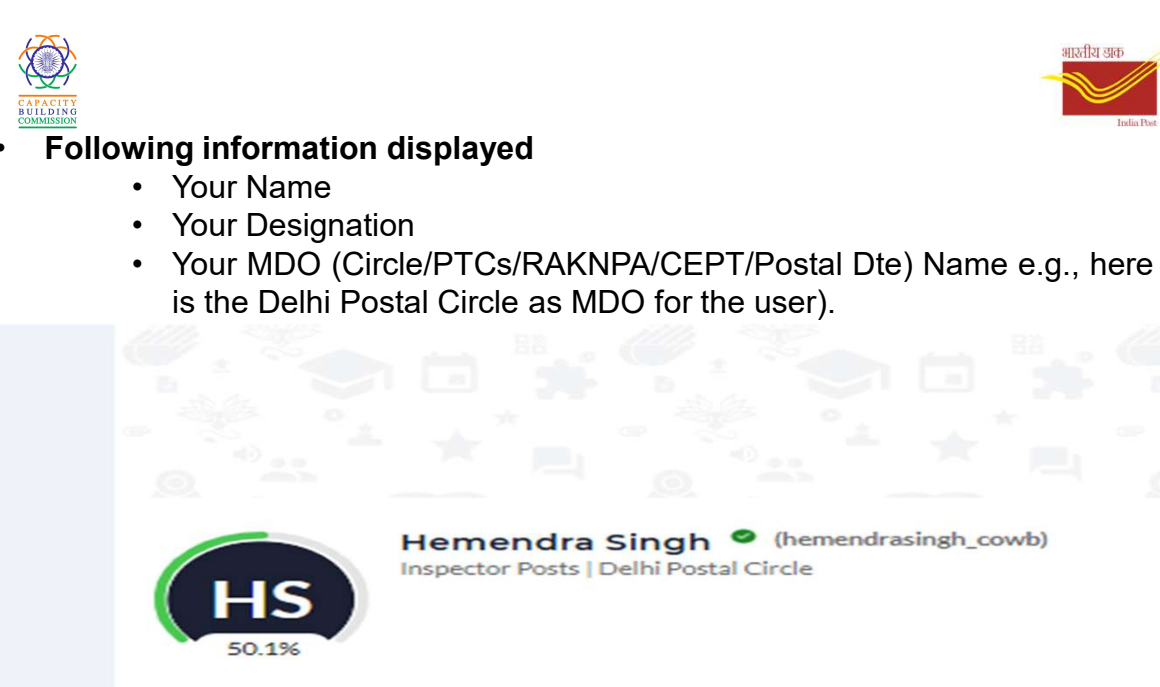
- Log in User Account through URL: <https://portal.igotkarmayogi.gov.in/page/home>

The screenshot displays the iGOT Karmayogi portal interface. At the top, there is a navigation bar with the logo, search bar, and various icons. Below the navigation bar, the user's profile is visible, showing the name 'Ashish' and a profile picture. The profile section includes statistics for 'In Progress' (1), 'Certificate' (0), and 'Learning hours' (0). It also shows 'Karma Points' (5), 'Leaderboard' (78th rank), and 'Weekly Claps' (0 weeks). Below the profile, there are tabs for 'My Learning' (Contents, Events) and 'My Space' (Available, In Progress, Completed). The 'My Space' section features a 'Trending in your department' list of courses, including 'Prevention of Needle Stick Injury' and 'NIGHT PATROL'.



The screenshot shows the iGOT user profile page for Hemendra Singh. The page header includes the Capacity Building Commission logo on the left and the India Post logo on the right. The URL in the address bar is <https://portal.igotkarmayogi.gov.in/app/person-profile/me#profileinfo>. The navigation bar contains links for Explore Content, Learn, Discuss, Amrit Gyaan Kosh, Events, Network, and More. The main content area displays the user's profile information, including a circular profile picture with the initials 'HS' and a 50.1% completion status. The user's name is Hemendra Singh, and their designation is Inspector Posts | Delhi Postal Circle. To the right of the profile, there are two recommended communities: 'Mission Karmayogi: Empowering Civil Servants' and 'AI for Governance: Transforming Public Services'.

- When the user logs in to their iGOT account and clicks on their name (as shown in green at the top right), the following screen is displayed.






The close-up view of the user profile information shows the following details:

- Profile Picture:** A circular profile picture with the initials 'HS' and a 50.1% completion status.
- Name:** Hemendra Singh (hemendrasingh_cowb)
- Designation:** Inspector Posts | Delhi Postal Circle

Following information displayed


- Your Name
- Your Designation
- Your MDO (Circle/PTCs/RAKNPA/CEPT/Postal Dte) Name e.g., here is the Delhi Postal Circle as MDO for the user).

- Click on the  (three dots) on the right side of your name to display the options below:

Edit Profile

Make Transfer Request (click on this option)



⋮

AI for Governance Transforming

Bharat Shiksha

Edit Profile

Make Transfer Request

[View Community](#)

Select all the fields to make transfer request.

Current organization *
Delhi Postal Circle



Target organization *

Please Select a valid organization.

ⓘ If you make a transfer request, your profile will need verification again.

Cancel
Submit request

- Next:** Select your MDO (Circle/PTCs/Postal Directorate/CEPT) as per your current working office. Please refer to Annexure "II-A" to select the correct MDO
- Note:** Do not select **Department of Posts**, as users cannot be transferred to the Department of Posts.

Select all the fields to make transfer request.

Current organization *
Delhi Postal Circle

Target organization *

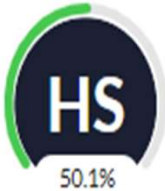
Group *

Designation *

ⓘ If you make a transfer request, your profile will need verification again.

Cancel
Submit request

- Then click on **Submit request**.
- The request is automatically forwarded to your selected MDO for approval.
- Once approved, your verified profile is shown as below :



Hemendra Singh (hemendrasingh_cowb)
Inspector Posts | Postal Directorate



Update User Profile : Step by Step



- When the user logs in to their iGOT account and clicks on their name (as shown in green in left side), the following screen is displayed.

Ashish >

My Karma Points 5 [View All](#)

My Certificates 0

My Posts 0

About me

Primary Details

Group	Designation
Not verified	Not verified

Other Details

Employee ID	Email	Mobile Number
	ak9238947.kb@karmayogi.in	+91
Gender	Date of Birth	Mother Tongue
Category	Office Pin Code	eHRMS ID/External System ID
		N/A



- Fill in all the information under **Primary Details** by editing the fields.
- Please refer to **Annexure "III"** to select the correct Group and Designation.
- Note: Incorrect mapping may lead to non-reflection of APAR courses in iGOT.**

Primary Details

Withdraw Request

View Approval Status

Approval Status

Group	Pending
Group B	
Designation	Pending
Inspector Posts	

- Once the **Group and Designation** are selected correctly, your profile verification request will be automatically forwarded to the concerned MDO for approval.



- **Next:** Fill in all the information under **Other Details** (as shown below).

Other Details

Employee ID

Gender

Category

Mobile Number

+91

eHRMS ID/External System ID

NA

Are you from any organized service of the government?

No

Email

Date of Birth

Office Pin Code

Mother Tongue

Date of Retirement

NA

Cancel

Save Changes



- **Note:** Mobile Number and Email ID are required for verification through OTP, and then click on Save Changes to complete the profile.

Now, your profile has been completed and updated with all the mandatory information. The request is automatically forwarded to your MDO for approval. Once approved, your profile will be marked as verified with a green tick.

Annexure- II-A

Sr No	MDO Name	Criteria/ Jurisdiction
1	Postal Directorate	All officials/officers working/posted in the Postal, BD, PLI, and Parcel Directorates
2	Andhra Pradesh Postal Circle	All employees working/posted under the jurisdiction of the respective Circle, including the staff of the concerned RTC
3	Assam Postal Circle	
4	Bihar Postal Circle	
5	Chhattisgarh Postal Circle	
6	Delhi Postal Circle	
7	Gujarat Postal Circle	
8	Haryana Postal Circle	
9	Himachal Pradesh Postal Circle	
10	Jammu and Kashmir Postal Circle	
11	Jharkhand Postal Circle	
12	Karnataka Postal Circle	
13	Kerala Postal Circle	
14	Madhya Pradesh Postal Circle	
15	Maharashtra Postal Circle	
16	North East Postal Circle	
17	Odisha Postal Circle	
18	Punjab Postal Circle	
19	Rajasthan Postal Circle	
20	Tamil Nadu Postal Circle	
21	Telangana Postal Circle	
22	Uttar Pradesh Postal Circle	
23	Uttarakhand Postal Circle	
24	West Bengal Postal Circle	
25	RAKNPA	All employees working/posted in the respective PTCs/RAKNPA
	Postal Training Centre (PTC)	
26	Guwahati Assam	
27	Postal Training Centre (PTC) Mysore	
28	Postal Training Centre, Darbhanga	
29	Postal Training Centre, Madurai	
30	Postal Training Centre, Saharanpur	All employees working/posted in the any CEPT or under the CEPT Control.
31	Postal Training Centre, Vadodara	
32	Centre for Excellence in Postal Technology (CEPT)	

		Annexure-III
Designation on iGOT	Group	Equivalent Designation
Secretary (Posts)	Group-A	
Director General (Postal Services)	Group-A	
Member (Postal Services Board)	Group-A	
Additional Secretary and Financial Advisor	Group-A	
Joint Secretary and Financial Adviser	Group-A	
Senior Deputy Director General	Group-A	Sr. DDG (Vigilance) / Sr. DDG (PAF)
Chief Post Master General	Group-A	
Chief General Manager	Group-A	Chief Investment Officer, CGM- Parcel & CSS Dte, PLI Dte
Director (Raknpa)	Group-A	
Deputy Director General	Group-A	
Additional Director General	Group-A	
Additional General Manager	Group-A	
Postmaster General	Group-A	
General Manager	Group-A	Genral Manager- Parcel & CSS Dte, PLI Dte, Postal Dte, Finance, Accounts, Budget
Chief Engineer (Electrical)	Group-A	
Chief Engineer (Civil)	Group-A	
Director	Group-A	Director (PTC) / Director (PAO)/ Director (MV) / Director (Dte)/ Director (GPO)/ Director (Budget)/ Director (Costing)/ Director (Finance)/ Director (Internal Audit)/ Director (Admin), Deputy Secretary
Director (Postal Services)	Group-A	DPS HQ/Region/Mail/BD etc
Assistant General Manager	Group-A	
Joint Director	Group-A	Joint Director (RAKNPA)
Additional Director	Group-A	Additional Director (RAKNPA)
Principal Staff Officer	Group-A	
Senior Principal Private Secretary	Group-A	
Principal Private Secretary	Group-A	
Assistant Postmaster General	Group-A	
Deputy Director	Group-A	Dy Directors in RAKNPA, PTCs, PAOs, Accounts, GPO
Deputy Divisional Manager (Postal Life Insurance)	Group-A	
Assistant Director General	Group-A	IPoS Probationer, Under Secretary
Deputy General Manager	Group-A	
Assistant Chief Accounts Officer	Group-A	
Chief Accounts Officer	Group-A	
Senior Superintendent of Posts	Group-A	Sr. Supdt of Posts/RMS
Chief Post Master	Group-A	
Superintending Engineer (Electrical)	Group-A	
Superintending Engineer (Civil)	Group-A	
Executive Engineer (Civil)	Group-A	
Executive Engineer (Electrical)	Group-A	
Architect	Group-A	
Senior Architect	Group-A	
Manager (Mail Motor Service)	Group-A	
Deputy Manager (Mail Motor Service)	Group-B	
Senior Manager (Mail Motor Service)	Group-A	
Assistant Director (OL)	Group-A/B	
Personal Assistant	Group-A/B	

Superintendent of Posts	Group-B	Superintendent (in Post Offices, PSD, CSD RMS, Foreign Post) Dy Manager(PSD- PS Group B), Dy Superintendent of Post Offices (PS Group B Cadre), In Charge BDO/BPC/CRC (PS Group B Cadre), Manager/Dy Manager/Assistant Manager in NSH/PH/MMS/BPC(PS Group B Cadre), Superintendent Sorting (PS Group-B Cadre), Mail Superintendent(PS Group-B Cadre)
Assistant Director	Group-B	Assistant Directors in Directorate, Circle, Region, PTCs, RTCs, RAKNPA, PSD etc
Assistant Superintendent of Posts	Group-B	ASP (HQ/Tour/CS/PG/OD/PSD/CSD/Foreign Post/ RO/CO/Dte/TIs etc.), ASRM, Office Supervisor (ASP Cadre), Office Superintendent (ASP Cadre), Mail Superintendent (ASP Cadre), Manager/Dy Manager/Assistant Manager in NSH/PH/MMS/BPC(ASP Cadre), In Charge BDO/BPC/CRC (ASP Cadre)
Deputy Chief Postmaster	Group-B	PS Group-B in GPO
Senior Postmaster	Group-B	PS Group-B Cadre
Private Secretary	Group-B/C	
Senior Private Secretary	Group-B	
Senior Accounts Officer	Group-B	
Accounts Officer	Group-B	
Assistant Accounts Officer	Group-B	
Junior Hindi Translator	Group-B/C	
Senior Hindi Translator	Group-A/B	
Senior Translation Officer	Group-A/B	Translation Officer
Junior Translation Officer	Group-B/C	
Section Officer	Group-B	Section Officer in Directorates
Assistant Library and Information Officer	Group-B/C	
Assistant Engineer (Civil)	Group-B	
Assistant Engineer (Electrical)	Group-B	
Assistant Architect	Group-B/C	
Inspector Posts	Group-B	IP, SDH, IRM, CI, IPPG, IP in Post Offices/RMS/FPO/RO/CO /PSD/CSD/Dte/TIs, Dy Manager(PSD) -IP Cadre, Platform Inspector, Office Supervisor (IP Cadre), Office Superintendent (IP Cadre), Manager/Dy Manager/Assistant Manager/InCharge in NSH/PH/MMS/BPC/CRC/BDO (IP Cadre),
Assistant Section officer	Group-B	Assistant Section Officer in Directorates
Junior Statistical Officer	Group-B	
Junior Engineer (Electrical)	Group-B	
Junior Engineer (Civil)	Group-B	
Draftsman	Group-B/C	
Artist	Group-B/C	
Assistant	Group-B	Assistant/Head Clerk /Office Superintendent in C& E Wing
Higher Selection Grade (Postal)	Group-B	HSG-II, HSG-I & HSG-I NFG official working in Post offices, SBCO, PSD/CSD, RO, CO, TI or Admin Offices at any designation
Higher Selection Grade (Railway Mail Service)	Group-B	HSG-II, HSG-I & HSG-I NFG official working in RMS setup, FPO, MMS, RLO, TI at any designations
Lower Selection Grade (Postal)	Group-C	LSG official working in Post offices, SBCO, PSD/CSD, RO, CO, TI or Admin Offices at any designation
Lower Selection Grade (Railway Mail Service)	Group-C	LSG official working in RMS setup, FPO, MMS, RLO, TIs at any designations
Postal Assistant	Group-C	Postal Assistant Cadre working at any designation in Post Offices, Division Offices, SBCO, PSD, CSD, TIs etc., except LSG & HSG officials

Sorting Assistant	Group-C	Sorting Assistant Cadre working at any designation in RMS, Division Offices, MMS, RLO, FPO, TIs etc. except LSG & HSG officials
Postal Assistant (Circle or Regional Office)	Group-C	PA (CO) Cadre officials
Senior Secretariat Assistant	Group-C	
Junior Secretariat Assistant	Group-C	
Accountant	Group-C	PO & RMS Accountant, PO Accountant
Senior Accountant	Group- B/C	
Junior Accountant	Group-C	
Stenographer (Grade D)	Group-C	
Stenographer (Grade I)	Group-B/C	
Stenographer (Grade II)	Group-B/C	
Stores Officer	Group-B/C	MMS, C & E Wing
Hindi Typist	Group-B/C	
Technical Supervisor	Group-B/C	MMS
Upper Division Clerk	Group-C	Work Clerk Grade-I
Lower Division Clerk	Group-C	Work Clerk Grade-II
Canteen Staff	Group-C	Caretaker /Assistant Manager-cum-Store Keeper/Account Clerk / Coupon Clerk/ Canteen Clerk/ Assistant Manager-cum-Store Keeper/ Khansama / Halwai/Assistant Halwai-cum-Cook/ Bearer /Tea Maker /Wash Boy
Multi Tasking Staff	Group-C	MTS posted in all units PO/RMS/Admin/MMS/Accounts etc, Carpenter, Gardener, Mechanic, Electrician, Plumber, Technisian, Waterman, Peon, Watchman, Caretaker, Cleaner, Sweeper, Liftman, wireman, workman etc.
Postman	Group-C	Head Postman/ Sorting Postman/ Mail Overseer/ LR Postman/ Postwomen/ Postman in all Units
Artisan	Group-C	Skilled Artisans Ord / Highly Skilled Artisans Grade-II /Grade- I in MMS
Mail Guard	Group-C	Head Mail Guard, Mail Courier
Dispatch Rider	Group-C	
Staff Car Driver	Group-C	Jeep Driver, Driver Grade-I, Driver Grade-II, Special Grade Driver, Staff Car Driver in all units
Branch Postmaster	GDS	
Assistant Branch Postmaster	GDS	
Dak Sevak	GDS	

Annexure-IV

Designation wise Mandatory Comprehensive Assessment

Designation Group	Designation on iGOT	Group	Equivalent Designation	Mandatory Course Completion to undertake Comprehensive Assessment	Comprehensive Programme Title	iGOT Link
Section -I: PMG/DDG, equivalent and above	Secretary (Posts)	Group-A		1- Post Office Regulations, 2024 2- MIS Reports under the Advance postal Technology 2.0 3- Purpose Driven Leadership	Comprehensive Assessment for PMG/DDG equivalent and above	https://portal.igotkarmayogi.gov.in/app/toc/do_1144956666452705281183/overview
	Director General (Postal Services)	Group-A				
	Member (Postal Services Board)	Group-A				
	Senior Deputy Director General	Group-A	Sr. DDG (Vigilance) / Sr. DDG (PAF)			
	Additional General Manager	Group-A				
	Chief Post Master General	Group-A				
	Director (Raknpa)	Group-A				
	Chief Engineer (Civil)	Group-A				
	Chief Engineer (Electrical)	Group-A				
	Chief General Manager	Group-A	Chief Investment Officer, CGM- Parcel & CSS Dte, PLI Dte			
	Deputy Director General	Group-A				
	Postmaster General	Group-A				
	General Manager	Group-A	Genral Manager- Parcel & CSS Dte, PLI Dte, Postal Dte, Finance, Accounts, Budget			
	Joint Secretary and Financial Adviser	Group-A				
Section -II: Director & equivalent	Director	Group-A	Director (PTC) / Director (PAO)/ Director (MV) / Director (Dte)/ Director (GPO)/ Director (Budget)/ Director (Costing)/ Director (Finance)/ Director (Internal Audit)/ Director (Admin), Deputy Secretary	1- Post Office Regulations, 2024 2- MIS Reports under the Advance postal Technology 2.0 3- Art of Storytelling	Comprehensive Assessment for Director and equivalent	https://portal.igotkarmayogi.gov.in/app/toc/do_11449573525913600011/overview
	Director (Postal Services)	Group-A	DPS HQ/Region/Mail/BD etc			
	Additional Director	Group-A	Additional Director (RAKNPA)			
	Joint Director	Group-A	Joint Director (RAKNPA)			
	Assistant General Manager	Group-A				
	Principal Staff Officer	Group-A				
	Senior Principal Private Secretary	Group-A				
	Principal Private Secretary	Group-A				

Section-III: ADG/SSP/APMG/ Dy Director & equivalent	Assistant Director General	Group-A	IPoS Probationer, Under Secretary	1- Post Office Regulations, 2024 2- MIS Reports under the Advance postal Technology 2.0 3- Effective Communication	Comprehensive Assessment for ADG/SSPoS/APMG / DD and Equivalent	https://portal.igotkarmayogi.gov.in/app/toc/do_114487962336960512127/overview
	Assistant Postmaster General	Group-A				
	Senior Superintendent of Posts	Group-A	Sr. Supdt of Posts/RMS			
	Chief Post Master	Group-A				
	Deputy Director	Group-A	Dy Directors in RAKNPA, PTCs, PAOs, Accounts, GPO			
	Deputy Divisional Manager (Postal Life Insurance)	Group-A				
	Deputy General Manager	Group-A				
	Senior Manager (Mail Motor Service)	Group-A				
	Manager (Mail Motor Service)	Group-A				
	Deputy Manager (Mail Motor Service)	Group-B				
	Chief Accounts Officer	Group-A				
	Assistant Chief Accounts Officer	Group-A				
	Senior Architect	Group-A				
	Architect	Group-A				
	Executive Engineer (Civil)	Group-A				
	Executive Engineer (Electrical)	Group-A				
	Superintending Engineer (Civil)	Group-A				
	Superintending Engineer (Electrical)	Group-A				

Section-IV: PS Group-B/ ASP/IP/SO/ASO and equivalent	Assistant Director (OL)	Group-A/B		1- Post Office Regulations, 2024 2- MIS Reports under the Advance postal Technology 2.0 3- Conduct Rules	Comprehensive Assessment for PS Gr B/IP/ASP/SO/ASO and equivalent	https://portal.igotkarmayogi.gov.in/app/toc/do_1144915428462018561529/overview
	Assistant Director	Group-B	Assistant Directors in Directorate, Circle, Region, PTCs, RTCs, RAKNPA, PSD etc			
	Superintendent of Posts	Group-B	Superintendent (in Post Offices, PSD, CSD RMS, Foreign Post) Dy Manager(PSD- PS Group B),			
	Deputy Chief Postmaster	Group-B	PS Group-B in GPO			
	Senior Postmaster	Group-B	PS Group-B Cadre			
			ASP (HQ/Tour/CS/PG/OD/PSD/CSD/Foreign Post/RO/CO/Dte/TIs etc.), ASRM, Office Supervisor (ASP Cadre), Office Superintendent (ASP Cadre), Mail Superintendent (ASP Cadre), Manager/Dy Manager/Assistant Manager in NSH/PH/MMS/BPC(ASP Cadre), In Charge BDO/BPC/CRC (ASP Cadre) etc			
	Assistant Superintendent of Posts	Group-B	IP, SDH, IRM, CI, IPPG, IP in Post Offices/RMS/FPO/RO/CO /PSD/CSD/Dte/TIs, Dy Manager(PSD) -IP Cadre, Platform Inspector, Office Supervisor (IP Cadre), Office Superintendent (IP Cadre), Manager/Dy Manager/Assistant Manager/InCharge in NSH/PH/MMS/BPC/CRC/BDO (IP Cadre) etc			
	Inspector Posts	Group-B				
	Senior Accounts Officer	Group-B				
	Accounts Officer	Group-B				
	Assistant Accounts Officer	Group-B				
	Section Officer	Group-B	Section Officer in Directorates			
	Assistant Section officer	Group-B	Assistant Section Officer in Directorates			
	Assistant Library and Information Officer	Group-B/C				
	Junior Engineer (Civil)	Group-B				
	Junior Engineer (Electrical)	Group-B				
	Assistant Engineer (Civil)	Group-B				
	Assistant Engineer (Electrical)	Group-B				
	Senior Hindi Translator	Group-A/B				
	Junior Hindi Translator	Group-B/C				
	Senior Translation Officer	Group-A/B	Translation Officer			
	Junior Translation Officer	Group-B/C				
	Junior Statistical Officer	Group-B				
	Senior Private Secretary	Group-B				
	Private Secretary	Group-B/C				
	Personal Assistant	Group-A/B				
	Draftsman	Group-B/C				
	Artist	Group-B/C				
	Assistant Architect	Group-B/C				
	Assistant	Group-B	Assistant/Head Clerk /Office Superintendent in C& E Wing			

Section-V: HSG/LSG/PA/SA/Steno and equivalent	Higher Selection Grade (Postal)	Group-B	HSG-II, HSG-I & HSG-I NFG official working in Post offices, SBCO, PSD/CSD, RO, CO, TI or Admin Offices at any designation	1- Post Office Regulations, 2024 2- Conduct Rules 3- Overview of Gender Sensitization	Comprehensive Assessment: HSG/LSG/PA/SA/Steno and equivalent	https://portal.igotkarmayogi.gov.in/app/toc/do_11449074607036825613/overview
	Higher Selection Grade (Railway Mail Service)	Group-B	HSG-II, HSG-I & HSG-I NFG official working in RMS setup, FPO, MMS, RLO, TI at any designations			
	Lower Selection Grade (Postal)	Group-C	LSG official working in Post offices, SBCO, PSD/CSD, RO, CO, TI or Admin Offices at any designation			
	Lower Selection Grade (Railway Mail Service)	Group-C	LSG official working in RMS setup, FPO, MMS, RLO, TIs at any designations			
	Postal Assistant	Group-C	Postal Assistant Cadre working at any designation in Post Offices, Division Offices, SBCO, PSD, CSD, TIs etc., except LSG & HSG officials			
	Sorting Assistant	Group-C	Sorting Assistant Cadre working at any designation in RMS, Division Offices, MMS, RLO, FPO, TIs etc. except LSG & HSG officials			
	Postal Assistant (Circle or Regional Office)	Group-C	PA (CO) Cadre officials			
	Accountant	Group-C	PO & RMS Accountant, PO Accountant			
	Senior Accountant	Group- B/C				
	Junior Accountant	Group-C				
	Senior Secretariat Assistant	Group-C				
	Junior Secretariat Assistant	Group-C				
	Stenographer (Grade D)	Group-C				
	Stenographer (Grade I)	Group-B/C				
	Stenographer (Grade II)	Group-B/C				
	Upper Division Clerk	Group-C	Work Clerk Grade-I			
	Lower Division Clerk	Group-C	Work Clerk Grade-II			
	Hindi Typist	Group-B/C				
	Stores Officer	Group-B/C	MMS, C & E Wing			
	Technical Supervisor	Group-B/C	MMS			
Section-VI: MTS/ Canteen Staff & equivalent	Multi Tasking Staff	Group-C	MTS posted in all units PO/RMS/Admin/MMS/Accounts etc, Carpenter, Gardener, Mechanic, Electrician, Plumber, Technisian, Waterman, Peon, Watchman, Caretaker, Cleaner, Sweeper, Liftman, wireman, workman etc. Caretaker /Assistant Manager-cum-Store	1- Multi Tasking Karmayogi – Dakshta 2- Conduct Rules 3- Overview of Gender Sensitization	Comprehensive Assessment Program for MTS/Canteen Staff and equivalent	https://portal.igotkarmayogi.gov.in/app/toc/do_1144880558823014401223/overview
	Canteen Staff	Group-C	Keeper/Account Clerk / Coupon Clerk/ Canteen Clerk/ Assistant Manager-cum-Store Keeper/ Khansama / Halwai/Assistant Halwai-cum-Cook/ Bearer /Tea Maker /Wash Boy			

Section-VII: Postman /Mail Guard/Driver/Artisan & equivalent	Postman	Group-C	Head Postman/ Sorting Postman/ Mail Overseer/ LR Postman/ Postwomen/ Postman in all Units	1- Developing a Customer-Centric Culture in the Department of Posts 2- Conduct Rules 3- Overview of Gender Sensitization	Comprehensive Assessment Program for Postman/Mail Guard/Driver/Artisan	https://portal.igotkarmayogi.gov.in/app/toc/do_1144887812839833601101/overview
	Mail Guard	Group-C	Head Mail Guard, Mail Courier			
	Dispatch Rider	Group-C				
	Staff Car Driver	Group-C	Jeep Driver, Driver Grade-I, Driver Grade-II, Special Grade Driver, Staff Car Driver in all units			
	Artisan	Group-C	Skilled Artisans Ord / Highly Skilled Artisans Grade-II /Grade- I in MMS			

Comprehensive Assessment Instructions

1. All questions are compulsory.
2. The minimum qualifying marks are **50%**.
3. There is **no negative marking**.
4. The duration of the assessment is **one hour**.
5. Skipped questions can be attempted again before final submission.
6. If the allotted time expires, the assessment will be **auto-submitted** by the system.
7. Each Comprehensive Assessment consists of **50 questions**.
8. The maximum number of attempts allowed to qualify the assessment is **10**.
9. Marks against each question are indicated
10. Marks for each question shall be as follows:
20 questions of **1 mark** each
15 questions of **2 marks** each
10 questions of **3 marks** each
5 questions of **4 marks** each