

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

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.

2. In this regard, it is requested to kindly issue the necessary instructions to the APAR Reporting (Writing) and Reviewing Authorities for compliance with DoPT OM No. T-28/27/2025-iGOT dated 04.07.2025 (copy enclosed) for the APAR cycle 2025-26, and other related OMs issued by the Training Division from time to time.

(Aarti Verma)
Director (Training)

Further 2/9 pl.

~~217/51~~
~~AD (SP4)~~
~~80 (SPH/1)~~
 5/2/26
 Pls. get it uploaded on cept website.
 Kaur
 05-02-26

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.

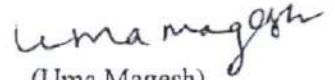
- ii. In the case of AIS officers not on Central Deputation and the CCS officers not working with any MDO of the Govt of India, the CCAs shall identify relevant courses on the iGOT Karmayogi Platform for employees at each level as the annual target. As an illustration, the respective CCAs could select 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.

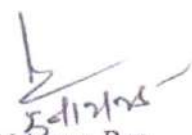
3. Therefore, all employees are advised to ensure that their iGOT profiles are properly updated in all aspects, verified, and available under the respective Circle/PTC/RAKNPA/CEPT/Postal Directorate as per the enclosed **Annexure-II & Annexure-II-A**. The list of designations available on the iGOT Portal 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/overview |
| | Functional | Data Driven Decision Making For Government | Wadhvani Institute of Technology and Policy (CBC) | 2h30m | https://portal.igotkarmayogi.gov.in/app/toc/do_1137349858229288961285/overview |
| | | Evidence based Policy Making | ISB Hyderabad | 1h38m | https://portal.igotkarmayogi.gov.in/app/toc/do_113956369201438720137/overview |
| | Behavioural | Critical Thinking | ISB Hyderabad | 1h51m | https://portal.igotkarmayogi.gov.in/app/toc/do_113950139420188672133/overview |
| | | Purpose Driven Leadership | ISB Hyderabad | 1h55m | https://portal.igotkarmayogi.gov.in/app/toc/do_113952147264946176170/overview |
| 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/overview |
| | Functional | Fundamentals of Public Policy | Indian Institute Of Management Bangalore | 2h21m | https://portal.igotkarmayogi.gov.in/app/toc/do_1143089865482649601691/overview |

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|---|-------------|--|---|--------|---|
| | Behavioural | Data Driven Decision Making For Government | Wadhvani Institute of Technology and Policy (CBC) | 2h30m | https://portal.igotkarmayogi.gov.in/app/toc/do_1137349858229288961285/overview |
| | | 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 |
| | | Fundamentals of Public Policy | Indian Institute Of Management Bangalore | 2h21m | https://portal.igotkarmayogi.gov.in/app/toc/do_1143089865482649601691/overview |
| | Functional | Procurement of Goods and Services | Institute of Secretariat Training and Management | 1h10m | https://portal.igotkarmayogi.gov.in/app/toc/do_1140046371909632001236/overview |
| | | 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 |

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|--|-------------|--|---|-------|---|
| 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 – Dakshita | 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 Capacity Building Commission logo, a search bar, and various utility icons. Below the navigation bar, the user's profile is visible, showing the name 'Ashish' and a profile picture. The dashboard is divided into several sections: 'My Space' with tabs for 'Available', 'In Progress', and 'Completed'; 'Trending in your department' featuring a course titled 'Prevention of Needle Stick Injury'; and 'My Learning' with a 'Show my activities' section. The 'My Learning' section includes a 'Contents' tab and a 'Events' tab. The 'Show my activities' section shows a progress bar for a course titled 'Prevention of Needle Stick Injury' with a duration of 15m 34s. The 'Trending in your department' section features a course titled 'Prevention of Needle Stick Injury' with a duration of 15m 13s. The 'My Learning' section includes a 'Show my activities' section with a progress bar for a course titled 'Prevention of Needle Stick Injury' with a duration of 15m 34s. The 'Trending in your department' section features a course titled 'Prevention of Needle Stick Injury' with a duration of 15m 13s. The 'My Learning' section includes a 'Show my activities' section with a progress bar for a course titled 'Prevention of Needle Stick Injury' with a duration of 15m 34s.

- 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.

<https://portal.igotkarmayogi.gov.in/app/person-profile/me#profileInfo>



- 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).



Hemendra Singh (hemendrasingh_cowb)
Inspector Posts | Delhi Postal Circle



- 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)



Hemendra Singh (hemendrasingh_cowb)
 Inspector Posts | Delhi Postal Circle

AI for Coverna Transforming
 Edit Profile
 Make Transfer Request
 View Community

Select all the fields to make transfer request.

Current organization*
 Delhi Postal Circle

Target organization*

Select 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*

Postal Directorate

Group*

Group B

Designation*

Inspector Posts

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

Cancel

Submit request



Hemendra Singh (hemendrasingh_cowb)
 Inspector Posts | Postal Directorate

- 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 :



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

Primary Details

| | |
|--------------|--------------|
| Group | Designation |
| Not verified | Not verified |

Other Details

| | | |
|-------------|----------------------------|---------------------------------|
| Employee ID | Email | Mobile Number |
| | ak9238947.kb@karmayogil.in | +91 |
| Gender | Date of Birth | Mother Tongue |
| | | |
| Category | Office Pin Code | enrolment 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

Group Designation

Not verified Not verified

[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

Email

Gender

Date of Birth

Category

Office Pin Code

Mobile Number

+91

Mother Tongue

eHRMS ID/External System ID

NA

Date of Retirement

NA

Are you from any organized service of the government?

No

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 | |
| 31 | Postal Training Centre, Vadodara | All employees working/posted in the any CEPT or under the CEPT Control. |
| | Centre for Excellence in Postal Technology (CEPT) | |
| 32 | | |

| Designation on iGOT | Group | Annexure-III 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 | General 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 | | | | |
| | 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 (Raknra) | Group-A | | | | |
| | Chief Engineer (Civil) | Group-A | | | | |
| | Chief Engineer (Electrical) | Group-A | | | | |
| | | Group-A | Chief Investment Officer, CGM- Parcel & CSS Dte, PLI Dte | 1- Post Office Regulations, 2024 | Comprehensive Assessment for PMG/DDG equivalent and above | https://portal.igotkarmay.gov.in/app/toc/do.114495666452705281183/overview |
| | Chief General Manager | Group-A | | 2- MIS Reports under the Advance postal Technology 2.0 | | |
| | Deputy Director General | Group-A | | 3- Purpose Driven Leadership | | |
| | Postmaster General | Group-A | General Manager- Parcel & CSS Dte, PLI Dte, Postal Dte, Finance, Accounts, Budget | | | |
| | General Manager | Group-A | | | | |
| | Joint Secretary and Financial Adviser | Group-A | | | | |
| Section -II: Director & equivalent | | | 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 | Comprehensive Assessment for Director and equivalent | https://portal.igotkarmay.gov.in/app/toc/do.11449573525913600011/overview |
| | Director | Group-A | | 2- MIS Reports under the Advance postal Technology 2.0 | | |
| | Director (Postal Services) | Group-A | DPS HQ/Region/Mail/BD etc | 3- Art of Storytelling | | |
| | 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.gokarmayogil.gov.in/app/106/do_114487962336960512127/ OVERVIEW |
| | Assistant Postmaster General | Group-A | | |
| | Senior Superintendent of Posts | Group-A | | |
| | Chief Post Master | Group-A | Sr. Supdt of Posts/RMS | |
| | Deputy Director | Group-A | | |
| | Deputy Divisional Manager (Postal Life Insurance) | Group-A | Dy Directors in RAKNPA, PTCs, PAOs, Accounts, GPO | |
| | 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 | |
| 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 |

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.igotkarmay
ogi.gov.in/app/toc/do_11
44915428462018561529
/overview](https://portal.igotkarmay
ogi.gov.in/app/toc/do_11
44915428462018561529
/overview)

| | | | | | | |
|--|---|------------|--|---|--|---|
| Section-V: HSG/LSG/PA/SA/St eno 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/St eno and equivalent | https://portal.igotkarmay.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, Technician, Waterman, Peon, Watchman, Caretaker, Cleaner, Sweeper, Liftman, wireman, workman etc. | 1- Multi Tasking Karmayogi – Dakshta 2- Conduct Rules 3- Overview of Gender Sensitization | Comprehensive Assessment Program for MTS/Canteen Staff and equivalent | https://portal.igotkarmay.gov.in/app/toc/do_1144880558823014401223/overview |
| | 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 | | | |

| | | | | | | |
|--|------------------|---------|--|--|--|---|
| Section-VII: Postman /Mail Guard/Driver/Artis an & equivalent | Postman | Group-C | Head Postman/ Sorting Postman/ Mail Overseer/ LR | 1- Developing a Customer- Centric Culture in the Department of Posts | Comprehensive Assessment Program for Postman/Mail Guard/Driver/Artis an | https://portal.igotkarmay ogil.gov.in/app/toc/do_11 44887812839833601101 /overview |
| | Mail Guard | Group-C | Postman/ Postwomen/ Postman in all Units | | | |
| | Dispatch Rider | Group-C | Head Mail Guard, Mail Courier | | | |
| | Staff Car Driver | Group-C | Jeep Driver, Driver Grade-I, Driver Grade-II, Special Grade Driver, Staff Car Driver in all units | 2- Conduct Rules | | |
| | Artisan | Group-C | Skilled Artisans Ord / Highly Skilled Artisans Grade-II /Grade- I in MMS | 3- Overview of Gender Sensitization | | |

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