

DO No. CEO/Karmayogi/2026/1409-1

14th September'2026

Subject: Ranking of Ministries/Departments on iGOT Karmayogi Platform

Respected Sir/Ma'am,

In continuation of the earlier communications wherein the performance ranking of Ministries/Departments (M/Ds) on the iGOT Karmayogi platform was shared, the latest edition of the consolidated ranking is now being communicated with all Ministries/Departments. The objective of sharing these rankings on a periodic basis is to keep Ministries/Departments apprised of their performance in terms of role-specific learning engagement and to promote continuous improvement.

2. Accordingly, a brief snapshot of the performance of each Ministry/Department for the past month (August'26), along with its rank in GoI, has been provided in Annexure-1 for kind reference. The rankings are based on select Key Performance Indicators (KPIs) that broadly reflect priority areas of capacity building and learning outcomes. The details of the scores, indicators, definitions, and weightages are enclosed in Annexure-2 for kind reference.

3. The Ministry / Department is requested to revise **their respective Capacity Building Plans using the recently developed AI based capacity building tool, by 31st September 2026**, in order to reflect the evolving demands of learners for role-based capacity building. As of August'26, **56 Ministries/Departments have finalised their AI-based Capacity Building Plans**. Further, Ministries/Departments are requested to align the FY 2026-27 APAR learning plans with the final Capacity building plan and constitute an appropriate subset of the finalised Capacity Building Plans.

4. The Ministry/Department is requested to identify and help in the development of **domain-specific courses** aligned with the competencies required for its officials as per the said capacity building plans and to encourage **all the employees to complete at least 1 hour of learning on iGOT every month** to promote continuous learning and enhance role-based competencies.

5. **More than 700 advanced courses** covering areas such as **Generative AI, Cybersecurity, Cloud Computing, Project Management, Personal Development, and Data Analytics**, offered by leading industry partners, have been made available on the iGOT Marketplace and can be accessed free of cost for iGOT users. A representative list of theme-wise courses is enclosed at Annexure-3. The Ministry/Department is requested to **encourage all the relevant employees to undertake these courses** available on the iGOT platform via:

<https://portal.igotkarmayogi.gov.in/app/seeAll/content?key=extContent&provider=92bab7f9-90b1-48c5-ae1c-44a728ad758f&providerName=SIMPLILEARN>

6. **Dedicated Learning Pathways on Cybersecurity and Artificial Intelligence (AI)** have been launched on the iGOT platform. These pathways **include pre- and post-assessments to measure learning outcomes and practical application.** The Ministry/Department is requested to encourage all the employees to undertake the **"Foundations of Cyber Safety in Public Service"** pathway and earn the **'Cyber Suraksha Nipun'** badge.

Your leadership, monitoring, and guidance are critical to the adoption of continuous, role-based learning in government. Karmayogi Bharat looks forward to your continued leadership of Mission Karmayogi in our pursuit of building a future-ready civil service.

Regards,

Yours sincerely,

(Chhavi Bhardwaj)

All Secretaries of Government of India

ANNEXURE - 1
(*Data as on 31st August'2026*)

Ranking & Composite Score

Ministry/Department	Composite Score	Rank
Ministry of Coal	82.37	1
Department of Rural Development (DRD)	78.08	2
Department of Agriculture and Farmers welfare	69.57	3
Ministry of Mines	66.70	4
Ministry of Environment, Forest and Climate Change	66.48	5
Department of Commerce	64.05	6
Department of Food and Public Distribution	63.81	7
Ministry of Home Affairs	63.65	8
Legislative Department	63.49	9
Ministry of Health and Family Welfare	62.24	10
Department of Posts	62.04	11
Department of Telecommunications	61.99	12
Ministry of Heavy Industries	61.24	13
Ministry of Labour and Employment	60.72	14
Department of Revenue (HQ)	60.61	15
Department of Expenditure	60.56	16
Ministry of Civil Aviation	57.45	17
Ministry of Parliamentary Affairs	53.20	18
Department of Social Justice and Empowerment	52.50	19
Department of Health Research	51.81	20
Department of Land Resources (DLR)	48.46	21
Ministry of Ports, Shipping and Waterways	42.99	22
Department of Personnel and Training DoPT	42.43	23
Department of Consumer Affairs	42.27	24
Department of Animal Husbandry and Dairying	41.46	25
Ministry of Electronics and Information and Technology Meity	41.41	26
Department of Water Resources River Development and Ganga Rejuvenation	40.71	27

Ministry/Department	Composite Score	Rank
Department of Defence Production	40.64	28
Department of Public Enterprises (DPE)	40.53	29
Ministry of Housing and Urban Affairs (MoHUA)	40.40	30
Ministry of Petroleum and Natural Gas	40.39	31
Ministry of Cooperation	40.33	32
Department of Sports	40.29	33
The Indian Council of Agricultural Research (ICAR) -HQ	40.27	34
Department of Higher Education	40.11	35
Department of Fisheries	38.68	36
Ministry of Food Processing Industries	38.31	37
Department of Biotechnology (DBT) Government of India	36.13	38
Ministry of Women and Child Development	35.34	39
Department of Investment and Public Asset Management	35.33	40
Ministry of Textiles	35.26	41
Ministry of External Affairs	34.77	42
Department for Promotion of Industry and Internal Trade	34.68	43
Department of Pension and Pensioners Welfare (DoPPW)	34.00	44
Ministry of Information and Broadcasting	33.57	45
Department of Science and Technology (DST)	33.57	46
Ministry of Micro, Small and Medium Enterprises	33.42	47
Ministry of New and Renewable Energy	33.21	48
Department of Drinking Water and Sanitation	32.99	49
Defence Research and Development Organisation (DRDO)	32.61	50
Ministry of Minority Affairs	32.09	51
Ministry of Development of North Eastern Region	31.95	52
Ministry of Road Transport and Highways (MoRTH)	31.84	53
Department of Scientific and Industrial Research (DSIR)	31.69	54
Ministry of Steel	31.61	55
Ministry of Corporate Affairs	31.52	56
Ministry of Ayush	31.23	57
Department of Youth Affairs	31.13	58
Department of Justice DoJ	31.08	59

Ministry/Department	Composite Score	Rank
Ministry of Skill Development and Entrepreneurship	30.96	60
Department of Empowerment of Persons with Disabilities	30.93	61
Ministry of Power	30.86	62
Ministry of Railways	30.79	63
Department of Fertilizers	30.69	64
Department of Official Language	30.68	65
Department of Chemicals and Petrochemicals	30.62	66
Ministry of Culture	30.59	67
Department of Defence	30.52	68
Ministry of Tribal Affairs	30.47	69
Department of Agricultural Research and Education (DARE) - HQ	30.40	70
Department of Space and ISRO HQ	22.53	71
Ministry of Statistics and Programme Implementation	12.70	72
Department of Legal Affairs	12.53	73
Department of Administrative Reforms and Public Grievances DARPG	11.14	74
Department of Economic Affairs	11.12	75
Department of Pharmaceuticals	10.92	76
Ministry of Panchayati Raj	10.72	77
Ministry of Earth Sciences	10.40	78
Department of Financial Services	10.06	79
Department of Ex-Servicemen Welfare	7.30	80
Ministry of Tourism	4.58	81
Department of Military Affairs	4.39	82
Department of Atomic Energy (DAE)	0.81	83
Department of School Education and Literacy	0.48	84

ANNEXURE 2

SNo.	Indicator	Objective	Definition	Weightage (%)
1	AI CBP Plans Created	Measures the adoption of the AI-powered Capacity Building Plan (CBP) creation tool and reflects the extent to which MDOs are leveraging AI to design role-based CBP plans.	Score based on the status of AI-generated CBP plans: Final = 30 points Draft Prepared = 10 points Not Yet Initiated = 0 points	30
2	Domain Courses Contributed	Reflects contribution of Ministries and Departments in strengthening domain-specific learning content.	Number of live domain-specific courses contributed by MDOs for building role-relevant knowledge across government officials. 10 or more courses = 30 points 7-9 courses = 21 points Less than 7 courses = 0 points	30
3	Percentage of Users Completing at least 1 hour of learning in the Last Month	Reflects active and continuous learning.	Percentage of registered officials who completed at least one hour of learning during the previous month. Score is calculated proportionately based on the completion percentage, up to a maximum of 40 points.	40
Total				100

Representative list of newly added courses on iGOT Marketplace

Category / Theme	Sno	Course Name	Duration
Cloud Computing & DevOps	1	Building a Generative AI-Ready Organization	1h 00m
	2	Planning a Generative AI Project	1h 00m
	3	Introduction to Amazon SageMaker	1h 00m
	4	Microsoft Sentinel - The Complete Introduction Course in Azure	4h 40m
	5	Threat Modeling the Right Way for Builders Workshop	1h 00m
	6	Trust and Security with Google Cloud	47m 38s
	7	Infrastructure and Application Modernization with Google Cloud	1h 13m
	8	Configure and Deploy AWS PrivateLink	1h 00m
	9	Getting Started with Amazon Redshift	1h 00m
	10	Getting Started with DevOps on AWS	1h 00m
Software Development	1	Flutter & Dart - Complete App Development Course	16h 52m
	2	Introduction to Front End Development	11h 32m
	3	Python for Beginners	10h 15m
	4	Introduction to C#	7h 41m
	5	R Programming for Beginners	6h 26m
	6	Introduction to PHP Basics	6h 22m
	7	JavaScript for Beginners	4h 14m
	8	Programming Fundamentals	4h 25m
	9	Web Development for Beginners	3h 23m
	10	Programming with Python 3.X	2h 58m
Generative AI	1	Generative AI Fundamentals - Concepts, Use Cases, and Practical Essentials	5h 29m

Category / Theme	Sno	Course Name	Duration
	2	Natural Language Processing - Transformers with Hugging Face	3h 53m
	3	AI Literacy	3h 10m
	4	Microsoft 365 Copilot Training for Finance	3h 02m
	5	AI for Entrepreneurs and Startups	2h 52m
	6	Google Gemini for Everyone	2h 41m
	7	Microsoft 365 Copilot Training for HR	2h 36m
	8	Microsoft Copilot Studio	2h 09m
	9	Generative AI for Managers and Decision Makers	1h 56m
	10	Introduction to Agentic Workflows	1h 33m
Data Science & Business Analytics	1	Mastering Business Analyst Techniques	9h 52m
	2	Introduction to Data Visualization	8h 27m
	3	Mathematics and Statistics Essentials	7h 30m
	4	Data Structures Using Python	6h 44m
	5	Introduction to Data Science	6h 29m
	6	Python Libraries for Data Science	6h 01m
	7	Mastering Power BI - Data Modeling, DAX and Performance Optimization	5h 40m
	8	Advanced SQL	5h 29m
	9	Business Intelligence Tool - Tableau	4h 07m
	10	Dashboard and Projects in Tableau	3h 51m
Digital Marketing	1	Advanced Web Analytics	8h 29m
	2	Introduction to Digital Marketing Fundamentals Course	4h 44m
	3	Pay Per Click (PPC) Foundations	3h 20m
	4	YouTube and Video Marketing	3h 20m
	5	Digital Marketing Landscape: Navigating the Ever-Changing Landscape	3h 13m
	6	Social Media Marketing Tools	2h 36m

Category / Theme	Sno	Course Name	Duration
	7	Basics of Influencer Marketing and Online Reputation Management	1h 18m
	8	Future of AI and Emerging Trends	2h 17m
	9	Introduction to Pinterest Marketing	1h 57m
	10	Content Strategy: Crafting Compelling Messages for Success	1h 36m
AI & Machine Learning	1	Introduction to Machine Learning with R	9h 59m
	2	Deep Learning for Beginners	6h 13m
	3	Introduction to Neural Network	3h 14m
	4	Basics of Reinforcement Learning	1h 00m
	5	Classification Models in Supervised Learning	3h 02m
	6	Get Started with Databricks for Data Engineering	1h 53m
	7	Get Started with Databricks for Machine Learning	1h 52m
	8	Get Started with SQL Analytics and BI on Databricks	1h 43m
	9	Types of Regression in Supervised Learning	1h 43m
	10	Introduction to Artificial Intelligence	1h 30m
Cyber Security	1	Introduction to Cloud Security	6h 12m
	2	Introduction to CISSP Security Assessment & Testing and Security Operations	3h 25m
	3	Ethical Hacking for Beginners	2h 45m
	4	Cyber Security Crash Course	2h 41m
	5	Introduction to Cryptography for Beginners	2h 11m
	6	Cryptography Basics	2h 11m
	7	Introduction to Ethical Hacking	1h 52m
	8	Introduction to Cyber Security	1h 46m
	9	Introduction to Kali Linux	1h 10m
	10	Introduction to Brute Force Attack	1h 00m
Business and	1	CCBA®	4h 56m

Category / Theme	Sno	Course Name	Duration
Leadership	2	Digital Disruption and Transformation Strategy	4h 28m
	3	Digital Leadership in Business	4h 03m
	4	Digital Transformation Course for Leaders	2h 58m
	5	Strategic Thinking and Business Model Innovation	1h 07m
Agile and Scrum	1	Foundations of Agile and Frameworks	2h 04m
	2	Agile Estimation, Planning, and Progress Tracking	1h 51m
	3	Agile Scrum Foundation	1h 26m
	4	Understanding Agile for Complex Projects	1h 22m
	5	Introduction to SAFe®	1h 00m
Project Management	1	Project Management for Beginners: A Career Roadmap for Project Managers	45m 34s
	2	Project Management 101	1h 06m
	3	PMP Basics	8h 06m
Product and Design	1	Introduction To Figma	1h 12m
	2	Design Thinking for Beginners	39m 52s
	3	Introduction to Canva	1h 19m
Personal Development	1	Mastering Business Writing and Email Etiquette	1h 04m
	2	Assertive Communication Without Aggression	1h 12m
	3	Effective Listening and Empathy in the Workplace	49m 50s
Quality Management	1	Lean Management	4h 05m
	2	Minitab®	2h 47m
Big Data	1	Big Data Hadoop and Spark Developer	11h 28m

F.No. A-33025/1/2023-ESTT-DSIR-Part(I)
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Administration Section

Technology Bhawan, New Mehrauli Road,
New Delhi - 110016

Dated the 12th August, 2026

13/8

OFFICE MEMORANDUM

Subject: Annual Capacity Building Plan (CBP) for the Officers, Scientists and Staff of DSIR for 2026-27 – reg.

The undersigned is directed to refer to DoPT (Training Wing)'s O.M. No. T-28/5/2026-iGOT-Part(1) dated 11.02.2026 and D.O. letter No. CEO/Karmayogi/2026/1801-1 dated 18.06.2026, wherein all Ministries/Departments have been requested to review and upgrade their Capacity Building Plans using the iGOT AI-CBP Tool. Accordingly, a designation-wise list of recommended courses for all Scientific and Non-Scientific employees of DSIR has been prepared and is enclosed as **Annexure-I**.

2. Twelve (12) courses have been prescribed for each designation. Accordingly, all Officers/Scientists/Staff are advised to complete the prescribed courses on the iGOT Karmayogi Platform during the financial year 2026–27, with a minimum of one hour of learning every month.
3. All Heads of Divisions/Groups are requested to monitor the completion of the prescribed courses by the officers/officials working under their administrative control. The learning hours and completion of courses will be monitored by the Secretary, DSIR, from time to time on a regular basis.
4. This issues with the approval of the Competent Authority.

Encl.: as above.


(Jayant Kumar)

Under Secretary to the Government of India

To

1. All Officers/Scientists/Officials of DSIR (through mail and e-office)
2. All Heads of Divisions/Groups, DSIR.

Copy for information to:

1. PPS to Secretary, DSIR.
2. PPS to AS & FA, DSIR.
3. PS to JS (Admin), DSIR.
4. NIC, DSIR – for uploading on DSIR E-Office.

No. T-28/5/2026-iGOT-Part(1)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Wing)

Block-IV, 3rd Floor,
Old JNU Campus, New Delhi-110067

Dated: 11th February, 2026

OFFICE MEMORANDUM

Subject: Upgradation of Capacity Building Plans (CBPs) using AI- Capacity Building Planning Tools - reg.

The undersigned is directed to refer to the mandate of NPCSCB - Mission Karmayogi, under which all Ministries/Departments are required to prepare/upgrade and implement Capacity Building Plans (CBPs) aligned to their role-specific requirements in a structured and competency-based manner.

2. To facilitate the same, SPV-Karmayogi Bharat has launched **iGOT AI CBP Tool** - an AI-enabled Capacity Building Planning tool. The tool has been developed to automate and standardize creation of Capacity Building Plans (CBPs) for Ministries/ Departments under Mission Karmayogi. iGOT AI CBP Tool will help in:

- Interpreting official documents and extracts designations and responsibilities
- Mapping them to Karmayogi Competency Model and recommends courses from iGOT and other platforms
- Reducing manual effort, increases accuracy, and ensures uniform planning
- Providing downloadable PDFs of final CBP, designation-wise course catalogues, and gap-analysis reports

3. In this regard, all Ministries/Departments are requested to review and upgrade their existing Capacity Building Plans, using the AI-CBP tools, by 31st March, 2026. Ministries/Departments may reach out to the respective AMs assigned for any support in this activity.

(Gaurav Anand)
Under Secretary to the Government of India
Tele: 011-26706377

To

1. The Secretaries of all the Ministries/Departments of Govt. of India
2. The CBU Heads of all the Ministries/Departments of Govt. of India.

ANNEXURE-I

Department of Scientific and Industrial Research (DSIR)

Capacity Building Plan

Recommended Courses by Designation

(AI Recommended - iGOT Karmayogi Platform)

Total Designations: 30

Total Competencies: 179 (Behavioral: 27 | Functional: 41 | Domain: 111)

1. Secretary, DSIR

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Purpose-Driven Leadership	ISB Hyderabad	Behavioral	1h 55m 36s
2	Nation Branding	ISB Hyderabad	Functional	3h 16m 52s
3	Overview of Viksit Bharat 2047	Karmayogi Bharat	Domain	1h 3m 41s
4	PM Gatishakti	Dept. for Promotion of Industry and Internal Trade	Domain	2h 9m
5	Social Impact Assessment	Capacity Building Commission	Functional	1h 27m 29s
6	Public-private partnership	ISB Hyderabad	Domain	1h 50m 58s
7	Public Governance Models	ISB Hyderabad	Functional	50m 36s
8	Data Driven Decision Making For Government	Capacity Building Commission	Functional	2h 30m 1s
9.	Preparation of cabinet notes	Institute of Secretariat Training and Management	Functional	5h 10m
10	Artificial Intelligence for Public Governance	Kyndryl	Functional	2h 42m 17s
11	Financial Administration	Institute of Secretariat Training and Management	Functional	1h 10m
12	Governance, Risk and Compliance	National E-Governance Division (NEGD), MeitY	Functional	1h 14m 34s

2. Additional Secretary & Financial Adviser

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Financial Administration	Institute of Secretariat Training and Management	Functional	1h 10m
2.	General Financial Rules	National Academy of Direct Taxes (NADT)	Functional	2h 53m
3.	Audit Follow Up and Parliamentary Oversight	Department of Expenditure	Domain	20m
4	Public - Private Partnership	ISB Hyderabad	Domain	1h 50m 58s
5	Public Procurement of Goods	Department of Expenditure	Functional	1h 7m
6	Understanding Ethical Leadership	iGOT	Behavioural	2h 12m 28s
7	Evidence Based Policy Making	ISB Hyderabad	Functional	1h 38 9s
8	Budget Documents, Presentation and Passing of Budget	Department of Expenditure	Functional	43m
9	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
10	Data Driven Decision Making For Government	Capacity Building Commission	Functional	2h 30m 1s
11	Fundamentals of Contract Management	Administrative Staff College of India	Functional	36m 37s
12	The Concept of Disinvestment Policies and Processes	Arun Jaitley National Institute of Financial Management, Faridabad	Domain	57m 32s

3. Scientist 'G'

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Purpose-Driven Leadership	ISB Hyderabad	Behavioral	1h 55m 36s
2	Data Driven Decision Making For Government	Capacity Building Commission	Functional	2h 30m 1s
3	Introduction to Emerging Technologies	Capacity Building Commission	Functional	2h 20m 32s
4	Introduction to Grants Management for Research	iGOT	Functional	2h 13m
5	Artificial Intelligence for Public Governance	Kyndryl	Functional	2h 42m 17s
6	Dos and Don'ts of Social Media	Indian Institute of Mass Communication (IIMC)	Functional	1h 10m
7	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m

8	AI Policies and Governance in India	National E-Governance Division (NEGD), Meity	Domain	1h 31m 11s
9	Intellectual Property Rights	Central Board of Indirect Taxes and Customs (CBIC)	Domain	1h 35m
10	Open Data for Policymakers	World Bank	Domain	1h 30m
11	Deep Tech and India	Observer Research Foundation (ORF)	Domain	53m 35s
12	Project Management	iGOT	Functional	15m

4. Joint Secretary

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Formulation of Public Policies	Institute of Secretariat Training and Management	Functional	1h 15m
2	AI in Government: Transforming Public Service Delivery	Indian Institute of Science (IISc) Bengaluru	Functional	1h 16m 22s
3	Data Governance and Compliance: IT Act 2000 and DPDP Act 2023	National E-Governance Division (NEGD), MeitY	Functional	45m 9s
4	Delegation of Power in Day-to-Day Administration	Institute of Secretariat Training and Management	Functional	1h 25m
5	Introduction to Emerging Technologies	Capacity Building Commission	Functional	2h 20m 32s
6	Public Policy Writing	Indian School of Public Policy	Functional	2h 45m 49s
7	Deep Tech and India	Observer Research Foundation (ORF)	Domain	53m 35s
8	Public Private Partnership	ISB Hyderabad	Domain	1h 50m 58s
9	Artificial Intelligence for Public Governance	Kyndryl	Functional	2h 42m 17s
10	Basics of Public Policy Research	Indian Institute of Public Administration	Functional	2h 48m 28s
11	Data Driven Decision Making For Government	Capacity Building Commission	Functional	2h 30m 1s
12	Preparation of Cabinet Notes	Institute of Secretariat Training and Management	Functional	5h 10m

5. Scientist 'F'

S.No.	Course Name	Course Provider	Competency Type	Duration
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1	Introduction to Grants Management for Research	iGOT	Functional	2h 13m
2	Annual Performance Appraisal Report (APAR) - Updated	Institute of Secretariat Training and Management	Functional	38m
3	Data Analysis and Visualization	UpGrad	Functional	3h 19m 29s
4	Introduction to Emerging Technologies	Capacity Building Commission	Functional	2h 20m 32s
5	Dos and Don'ts of Social Media	Indian Institute of Mass Communication (IIMC)	Functional	1h 10m
6	Microsoft Excel Advanced	Microsoft	Functional	3h 49m 1s
7	Personal Finance	Zerodha	Domain	58m 34s
8	Project Management	Institute of Secretariat Training and Management	Functional	15m
9	Fundamentals of Generative Artificial Intelligence	Indian Institute of Technology (IIT) Madras	Functional	58m 5s
10	Intellectual Property Rights	Central Board of Indirect Taxes and Customs (CBIC)	Domain	1h 35m
11	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
12	Project Management	iGOT	Functional	15m

6. Director

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Data Analysis and Visualization	UpGrad	Functional	3h 19m 29s
2	Basics of Public Policy Research	Indian Institute of Public Administration	Functional	2h 48m 28s
3	Conduct of Inquiry in Disciplinary Matters	Institute of Secretariat Training and Management	Functional	42m 47s
4	Data Governance and Compliance: IT Act 2000 and DPDP Act 2023	National E-Governance Division (NEGD), MeitY	Functional	45m 9s
5	Handling CAT Cases	Institute of Secretariat Training and Management	Functional	2h 34m
6	Role of Liaison Officer in Reservation	Institute of Secretariat Training and Management	Functional	45m
7	ITR Filing for Salaried Individuals	National Academy of Direct Taxes (NADT)	Domain	36m 15s
8	Project Management	Institute of Secretariat Training and Management	Functional	15m

9	Handling of Complaints	Institute of Secretariat Training and Management	Functional	1h
10	Pensionary Benefits	Institute of Secretariat Training and Management	Functional	55m
11	Dos and Don'ts of Social Media	Indian Institute of Mass Communication (IIMC)	Functional	1h 10m
12	Chargesheet under CCS(CCA) Rules 1965	Institute of Secretariat Training and Management	Functional	23m

7. Deputy Secretary

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Roles and Competencies of Branch Officers	Institute of Secretariat Training and Management	Behavioral	55m
2.	Public Grievance Handling and CPGRAM 7.0	iGOT	Functional	2h
3.	Artificial Intelligence for Karmayogis	Karmayogi Bharat	Functional	1h 34m 27s
4.	Departmental Inquiry Procedure	Central Bureau of Investigation (CBI)	Functional	1h 43m
5.	General Financial Rules	National Academy of Direct Taxes (NADT)	Functional	2h 53m
6.	Public Procurement of Goods	Department of Expenditure	Functional	1h 7m
7.	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
8.	Personal Finance	Zerodha	Domain	58m 34s
9.	Understanding and Managing Stress	XLRI - Xavier School of Management	Behavioral	50m 32s
10.	Financial Administration	Institute of Secretariat Training and Management	Functional	1h 10m
11.	Consultation with CVC in Disciplinary Cases	Institute of Secretariat Training and Management	Functional	45m
12.	Team Building and Team Management	iGOT	Behavioral	1h 25m

8. Scientist 'E'

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Data Analysis and Visualization	UpGrad	Functional	3h 19m 29s

2.	Intellectual Property Rights	Central Board of Indirect Taxes and Customs (CBIC)	Domain	1h 35m
3.	Noting and Drafting	Institute of Secretariat Training and Management	Functional	2h
4.	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
5.	Microsoft Excel Advanced	Microsoft	Functional	3h 49m 1s
6.	Dos and Don'ts of Social Media	Indian Institute of Mass Communication (IIMC)	Functional	1h 10m
7.	Personal Finance	Zerodha	Doamain	58m 34s
8.	Stress Management	Dept. of Personnel and Training (DoPT)	Behavioral	25m
9.	Artificial Intelligence for Karmayogis	Karmayogi Bharat	Functional	1h 34m 27s
10.	Introduction to Emerging Technologies	Capacity Building Commission	Functional	2h 20m 32s
11.	Right to Information (RTI)	Dept. of Personnel and Training (DoPT)	Functional	2h 15m
12.	Understanding and Managing Stress	XLRI - Xavier School of Management	Behavioral	50m 32s

9. Under Secretary

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Pay Fixation - Updated	Institute of Secretariat Training and Management	Functional	47m
2.	Artificial Intelligence for Karmyogis	Karmyogi Bharat	Functional	1h 34m 27s
3.	Formulation of Public Policies	Institute of Secretariat Training and Management	Functional	1h 15m
4.	Government E Marketplace	Institute of Secretariat Training and Management	Functional	1h 9m 5s
5.	Handling CAT Cases	Institute of Secretariat Training and Management	Functional	2h 34m
6.	Roles and Competencies of Branch Officers	Institute of Secretariat Training and Management	Behavioral	55m
7.	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
8.	Open Data for Policy Makers	World Bank	Domain	1h 30m
9.	Vigilance Clearance	Institute of Secretariat Training and Management	Functional	12m 10s

10.	Basics of Public Policy Research	Indian Institute of Public Administration	Functional	2h 48m 28s
11.	Data Driven Decision Making For Government	Capacity Building Commission	Functional	2h 30m 1s
12.	Personal Finance	Zerodha	Domain	58m 34s

10. Scientist 'D'

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	General Financial Rules	iGOT	Functional	2h 53m
2.	Artificial Intelligence for Karmayogis	Karmayogi Bharat	Functional	1h 34m 27s
3.	Data Analysis and Visualization	UpGrad	Functional	3h 19m 29s
4.	Noting and Drafting	Institute of Secretariat Training and Management	Functional	2h
5.	Microsoft Excel Advanced	Microsoft	Functional	3h 49m 1s
6.	Dos and Don'ts of Social Media	Indian Institute of Mass Communication (IIMC)	Functional	1h 10m
7.	Writing a Research Protocol	iGOT	Domain	1h 58m 1s
8.	Personal Finance	Zerodha	Domain	58m 34s
9.	Office Productivity Tools	NIELIT	Functional	2h 26m 12s
10.	Stress Management	Dept. of Personnel and Training (DoPT)	Behavioral	25m
11.	Data Driven Decision Making For Government	Capacity Building Commission	Functional	2h 30m 1s
12.	Intellectual Property Rights	Central Board of Indirect Taxes and Customs (CBIC)	Domain	1h 35m

11. Scientist 'C'

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Proficiency in Technical and Scientific Writing	iGOT	Functional	1h 58m 11s
2.	Introduction to Grants Management for Research	iGOT	Functional	2h 13m

3.	Mastering Learning: Tools and Techniques That Work	iGOT	Behavioral	1h 32m 9s
4.	An Introduction to Science Communication	iGOT	Behavioral	4h
5.	Microsoft Excel Advanced	Microsoft	Functional	3h 49m 1s
6.	Dos and Don'ts of Social Media	Indian Institute of Mass Communication (IIMC)	Functional	1h 10m
7.	Writing a Research Protocol	iGOT	Domain	1h 58m 1s
8.	Planning a Research Study: Data Collection Management Analysis	iGOT	Functional	1h 14m 18s
9.	Leading From Within: Behavioural Strategies for Self-Leadership	iGOT	Behavioral	50m
10.	Team Building and Team Management	iGOT	Behavioral	1h 25m
11.	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation	Functional	1h
12.	Data Analytics and Visualizations for Government Officers	iGOT	Functional	1h 10m

12. Section Officer

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Roles of Secretarial Staff in Central Secretariat	Institute of Secretariat Training and Management	Functional	1h 30m
2.	Effective Communication: The Cornerstone of Great Leadership	The Art of Living	Behavioral	49m 48s
3.	AI Applications in Governance	National E-Governance Division (NEGD), MeitY	Functional	1h 30m 21s
4.	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation	Functional	1h
5.	Anger Management	Central Reserve Police Force (CRPF)	Behavioral	32m 42s
6.	Handling CAT Cases	Institute of Secretariat Training and Management	Functional	2h 34m
7.	Understanding and Managing Stress	XLRI - Xavier School of Management	Behavioral	50m 32s
8.	Noting and Drafting	Institute of Secretariat Training and Management	Functional	2h

9.	Office Procedures	Dept. of Personnel and Training (DoPT)	Functional	1h 35m
10.	Ethical Artificial Intelligence in Practice	DataDotOrg	Functional	2h 35m
11.	Formulation of Public Policies	Institute of Secretariat Training and Management	Functional	1h 15m
12.	GenAI for Everyone	Fractal	Functional	4h 34m 25s

13. AD(OL) - Assistant Director (Official Language)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	राजभाषा नीति (Rajbhasha Neeti)	iGOT	Functional	1h 10m
2	राजभाषा : अनुवाद (Rajbhasha: Anuvad)	iGOT	Functional	2h 26m 17s
3	राजभाषा - टिप्पण एवं आलेखन	iGOT	Functional	5h 53m
4	Direct Trainer Skills	iGOT	Functional	1h
5	Artificial Intelligence for Government Officers	iGOT	Functional	N/A
6	Role of Official Languages Wing in Legislative Drafting	iGOT	Domain	N/A
7	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation	Functional	1h
8	Developing a Positive Work Culture	iGOT	Behavioral	35m
9	Interpersonal Skills	iGOT	Behavioral	1h 37m 41s
10	Managemen Fundamentals in Government Services	iGOT	Behavioral	1h 44m
11	राजभाषा हिंदी	iGOT	Functional	1h 9m 18s
12	Noting and Drafting	Institute of Secretariat Training and Management	Functional	2h

14. DD(OL) - Deputy Director (Official Language)

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	राजभाषा नीति (Rajbhasha Neeti)	iGOT	Functional	1h 10m
2.	राजभाषा हिंदी	iGOT	Functional	1h 9m 18s
3.	Constitutional Provisions at Workplace - Hindi	iGOT	Functional	2h

4.	राजभाषा - टिप्पण एवं आलेखन	iGOT	Functional	5h 53m
5.	राजभाषा : अनुवाद (Rajbhasha: Anuvad)	iGOT	Functional	2h 26m 17s
6.	ई-ऑफिस पर प्रशिक्षण कार्यक्रम	iGOT	Functional	10m 39s
7.	कर्मचारियों के विकास हेतु प्रभावी मार्गदर्शन एवं सशक्तिकरण	iGOT	Behavioral	N/A
8.	Effective Communication: The Cornerstone of Great Leadership	iGOT	Behavioral	49m 48s
9.	Training Programme on eOffice	iGOT	Functional	52m 39s
10.	Monitoring of Assurances by Ministry of Parliamentary Affairs	iGOT	Functional	37m
11.	From Criticism to Growth: Navigating Feedback Effectively	iGOT	Behavioral	45m
12.	Parliament at Work	iGOT	Functional	5h 41m

15. JTO (Junior Translator Officer - OL)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	राजभाषा : अनुवाद	iGOT	Functional	2h 26m 17s
2	राजभाषा - टिप्पण एवं आलेखन	iGOT	Functional	5h 53m
3	Rajbhasha Hindi	iGOT	Functional	23m 32s
4	आर्टिफिशियल इंटेलिजेंस के साथ नवाचार	Microsoft	Functional	49m 57s
5	एआई द्वारा सामाजिक क्षेत्र में परिवर्तन	Wadhvani Foundation	Functional	1h 16m 38s
6	गहन प्रौद्योगिकी और भारत	Karmayogi Bharat	Domain	N/A
7	युवा एआई फॉर ऑल	India AI	Functional	3h 50m 3s
8	वृत्त भाषा मॉडल अवधारणाएँ एवं अनुप्रयोग	Karmayogi Bharat	Functional	N/A
9	शासन में कृत्रिम बुद्धिमत्ता के प्रयोग	Karmayogi Bharat	Functional	N/A
10	हिंदी शब्द परिचय (Introduction to Hindi Words)	iGOT	Functional	7h 9m
11	राजभाषा नीति	iGOT	Functional	1h 10m
12	हिंदी टाइपिंग का परिचय	iGOT	Functional	N/A

16. STO(OL) - Senior Translator Officer

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	राजभाषा टिप्पण एवं आलेखन	iGOT	Functional	5h 53m
2.	राजभाषा नीति	iGOT	Functional	1h 10m
3.	माइक्रोसॉफ्ट ऑफिस 365 में AI की एकीकरण	iGOT	Functional	1h 23m 2s
4.	राजभाषा- राजभाषा नीति	iGOT	Functional	5h 2m 30s
5.	एआई द्वारा सामाजिक क्षेत्र में परिवर्तन	Wadhwani Foundation	Functional	1h 16m 38s
6.	कार्य नैतिकता	Indian Railway Institute of Transport Management	Behavioral	27m 11s
7.	Do's and Dont's for Government Employees - Hindi	Institute of Secretariat Training and Management	Functional	54m
8.	जिओफेन्स डिजिटल पारदर्शिता हेतु एकीकृत प्रणाली	Public Works Department.,UP	Domain	N/A
9.	Role of Official Languages Wing in Legislative Drafting	iGOT	Domain	N/A
10.	Rajbhasha Hindi	iGOT	Functional	23m 32s
11.	Annual Performance Appraisal Report (Hindi)	Institute of Secretariat Training and Management	Functional	1h 4m
12.	राजभाषा अनुवाद	iGOT	Functional	2h 26m 17s

17. Scientist 'B'

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Proficiency in Technical and Scientific Writing	iGOT	Functional	1h 58m 11s
2.	Training Programme on eOffice	iGOT	Functional	52m 39s
3.	Introduction to Grants Management for Research	iGOT	Functional	2h 13m
4.	Cybersecurity Fundamentals for Government Personnel	iGOT	Functional	1h 30m 37s

5.	Microsoft Excel Advanced	Microsoft	Functional	3h 49m 1s
6.	Dos and Don'ts of Social Media	Indian Institute of Mass Communication (IIMC)	Functional	1h 10m
7.	Writing a Research Protocol	iGOT	Domain	1h 58m 1s
8.	Designing and Developing Projects in Ministries: A Practical Guide	iGOT	Domain	N/A
9.	Essential Tools for Monitoring and Management for Everyone	iGOT	Functional	5h 42m 39s
10.	Data Analytics and Visualizations for Government Officers	iGOT	Functional	1h 10m
11.	Noting and Drafting	iGOT	Functional	2h
12.	Project Management	iGOT	Functional	15m

18. Sr. PPS (Senior Principal Private Secretary)

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Getting Along with the Boss	iGOT	Behavioral	31m 7s
2.	Official Meeting - Role of Personal Staff	iGOT	Functional	15m 52s
3.	Key Components of E-Office	iGOT	Functional	34m 6s
4.	Office Procedure - Updated	iGOT	Functional	2h 17m
5.	Level-III Training Programme to Develop Functional Competencies	iGOT	Functional	16h 40m 37s
6.	Artificial Intelligence for Government Officers	iGOT	Functional	N/A
7.	Leave Rules - Updated	iGOT	Functional	55m
8.	Personal and Professional Effectiveness	iGOT	Behavioral	1h 35m
9.	Parliamentary Procedures	iGOT	Functional	2h
10.	Essential Tools for Monitoring and Management for Everyone	iGOT	Functional	5h 42m 39s
11.	STRESS MANAGEMENT	iGOT	Behavioral	25m
12.	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s

19. PPS (Principal Private Secretary)

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s
2.	Official Meeting - Role of Personal Staff	iGOT	Functional	15m 52s
3.	eOffice Learning Resources 2025	iGOT	Functional	3h 30m 14s
4.	Thriving in the Fast Lane And Lifestyle Management	iGOT	Behavioral	1h 3m
5.	Office Procedure and Dak Managements	iGOT	Domain	47m 16s
6.	Artificial Intelligence for Government Officers	iGOT	Functional	N/A
7.	Roles of Secretarial Staff in Central Secretariat	iGOT	Functional	1h 30m
8.	Training Programme on eOffice	iGOT	Functional	52m 39s
9.	Fundamentals of Government Office Procedures and Communication	iGOT	Functional	27m 18s
10.	Office Procedure - Updated	iGOT	Functional	2h 17m
11.	Records Management	iGOT	Functional	1h
12.	Microsoft Teams	iGOT	Functional	2h 24m 24s

20. PS (Private Secretary)

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s
2.	Official Meeting - Role of Personal Staff	iGOT	Functional	15m 52s
3.	eOffice Learning Resources 2025	iGOT	Functional	3h 30m 14s
4.	Getting Along with the Boss	iGOT	Behavioral	31m 7s
5.	Roles of Secretarial Staff in Central Secretariat	iGOT	Functional	1h 30m
6.	Beyond Words: Mastering Listening and Nonverbal Communication	iGOT	Behavioral	50m
7.	Level-II CSSS Course to Develop Domain Competencies	iGOT	Functional	2h 20m 53s
8.	Training Programme on eOffice	iGOT	Functional	52m 39s
9.	Records Management	iGOT	Functional	1h
10.	Code of Conduct for Government Employees	iGOT	Functional	35m
11.	Leave Rules - Updated	iGOT	Functional	55m

12.	Office Procedure - Updated	iGOT	Functional	2h 17m
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21. Stenographer Grade C

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s
2.	Official Meeting - Role of Personal Staff	iGOT	Functional	15m 52s
3.	Getting Along with the Boss	iGOT	Behavioral	31m 7s
4.	Office Procedure	iGOT	Functional	2h 17m
5.	AI for Presentations	APNA	Functional	49m 13s
6.	ChatGPT and Generative AI Tools for Government Officials	Wadhvani Foundation	Functional	1h
7.	Manners and Etiquette	iGOT	Behavioral	26m 54s
8.	STRESS MANAGEMENT	iGOT	Behavioral	25m
9.	Effective Communication	iGOT	Behavioral	5h 34m 16s
10.	Level-II CSSS Course to Develop Domain Competencies	iGOT	Functional	2h 20m 53s
11.	Personal and Professional Effectiveness	iGOT	Behavioral	1h 35m
12.	Time Management	iGOT	Behavioral	1h 15m

22. Stenographer Grade D

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Duties and Responsibilities of Personal Assistant	iGOT	Functional	13m 55s
2.	निजी सहायक के कर्तव्य और जिम्मेदारियां	iGOT	Functional	25m
3.	Fundamentals of Government Office Procedures and Communication	iGOT	Functional	27m 18s
4.	Office Procedures	iGOT	Functional	1h 35m
5.	Roles of Secretarial Staff in Central Secretariat	iGOT	Functional	1h 30m
6.	Office Procedure and Dak Managements	iGOT	Domain	47m 16s

7.	Secretariat Functioning in File	iGOT	Functional	53m
8.	Noting and Drafting	iGOT	Functional	2h
9.	Microsoft Word Beginners	iGOT	Functional	2h 56m 6s
10.	Manners and Etiquette	iGOT	Behavioral	26m 54s
11.	Getting Along with the Boss	iGOT	Behavioral	31m 7s
12.	Level-I CSSS Course to Develop Domain Competencies (Part-I)	iGOT	Functional	1h 34m 48s

23. ASO (Assistant Section Officer)

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Central Secretariat Functionaries - Role of an ASO	Institute of Secretariat Training and Management	Functional	32m
2.	Office Procedure	iGOT	Functional	2h 17m
3.	eOffice Learning Resources 2025	iGOT	Functional	3h 30m 14s
4.	ChatGPT and Generative AI tools for Government Officials	Wadhvani Foundation	Functional	1h
5.	Artificial Intelligence Integration in Microsoft Office 365	Microsoft	Functional	1h 13m 16s
6.	AI Powered Grievance Handling Application	National Academy of Defence Financial Management	Functional	16m 32s
7.	Large Language Models: Concepts and Applications	IIT Hyderabad	Domain	1h 31m 49s
8.	NotebookLM	National Academy of Defence Production (NADP) Nagpur	Functional	1h 55m
9.	Parliamentary Procedures	iGoT	Functional	2h
10.	Artificial Intelligence and Digital Public Infrastructure Stack	National E-Governance Division (NEGD), MeitY	Domain	57m 26s
11.	The Fundamentals of Fintech	Ministry of Communications - Dept. of Telecom	Domain	1h 42m 30s
12.	Artificial Intelligence Chatbots and Agentic AI	National E-Governance Division (NEGD), MeitY	Functional	4h 4m

24. SSA (Senior Secretariat Assistant)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Office Procedure - Updated	iGOT	Functional	2h 17m
2	Training Programme on eOffice	iGOT	Functional	52m 39s

3	Conduct Rules	iGOT	Functional	1h 22m 17s
4	Secretariat Functioning in File	iGOT	Functional	53m
5	Key Components of E-Office	iGOT	Functional	34m 6s
6	Office Procedures	iGOT	Functional	1h 35m
7	Fundamentals of Government Office Procedures and Communication	iGOT	Functional	27m 18s
8	Office Procedure and Dak Managements	iGOT	Domain	47m 16s
9	Leave Rules - Updated	iGOT	Functional	55m
10	Microsoft Excel Advanced	Microsoft	Functional	3h 49m 1s
11	Processing Medical Reimbursement Claims for Central Govt Employees	iGOT	Functional	N/A
12	Central Civil Services (Conduct) Rules 1964	iGOT	Functional	46m 1s

25. JSA (Junior Secretariat Assistant)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Roles of Secretarial Staff in Central Secretariat	iGOT	Functional	1h 30m
2	Fundamentals of Government Office Procedures and Communication	iGOT	Functional	27m 18s
3	Office Procedure - Updated	iGOT	Functional	2h 17m
4	Secretariat Functioning in File	iGOT	Functional	53m
5	Key Components of E-Office	iGOT	Functional	34m 6s
6	Office Procedure and Dak Managements	iGOT	Domain	47m 16s
7	eOffice Learning Resources 2025	iGOT	Functional	3h 30m 14s
8	Records Management	iGOT	Functional	1h
9	Conduct Rules	iGOT	Functional	1h 22m 17s
10	Code of Conduct for Government Employees	iGOT	Functional	35m
11	Personal and Professional Effectiveness	iGOT	Behavioral	1h 35m
12	Training Programme on eOffice	iGOT	Functional	52m 39s

26. LDC (Lower Division Clerk)

S.No.	Course Name	Course Provider	Competency Type	Duration
1	Office Procedure - Updated	iGOT	Functional	2h 17m
2	Fundamentals of Government Office Procedures and Communication	iGOT	Functional	27m 18s
3	Secretariat Functioning in File	iGOT	Functional	53m
4	Key Components of E-Office	iGOT	Functional	34m 6s
5	Personal and Professional Effectiveness	iGOT	Behavioral	1h 35m
6	Leave Rules - Updated	iGOT	Functional	55m
7	eOffice Learning Resources 2025	iGOT	Functional	3h 30m 14s
8	Roles of Secretarial Staff in Central Secretariat	iGOT	Functional	1h 30m
9	Getting Along with the Boss	iGOT	Behavioral	31m 7s
10	Records Management	iGOT	Functional	1h
11	Soft Skills	iGOT	Behavioral	26m 48s
12	कार्यालय प्रक्रियाएँ	iGOT	Functional	2h 17m

27. JTA (Junior Technical Assistant)

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Microsoft Excel for Beginners	iGOT	Functional	7h 3m 55s
2.	Enabling Excellence in Governance Processes through Quality Tools	iGOT	Functional	54m 44s
3.	AI in Government: Transforming Public Service Delivery	Indian Institute of Science (IISc) Bengaluru	Functional	1h 16m 22s
4.	ChatGPT and Generative AI tools for Government Officials	Wadhwani Foundation	Functional	1h
5.	Artificial Intelligence Integration in Microsoft Office 365	Microsoft	Functional	1h 13m 16s
6.	Getting Started with EI: Importance for Growth in Government Service	iGOT	Behavioral	40m
7.	Planning a Research Study: Data Collection Management Analysis	iGOT	Functional	1h 14m 18s
8.	Hazard Assessment and Role of Personal Protective Equipment	iGOT	Domain	1h 40m

9.	Seven Secrets to Mastering Quality Work	iGOT	Behavioral	1h 16m 22s
10.	Standard Operating Procedures	iGOT	Domain	1h 3s
11.	Practicing Excellence	iGOT	Behavioral	3h 13m 47s
12.	An Introduction to Science Communication	iGOT	Behavioral	4h

28. JA (Technical) - Junior Assistant (Technical)

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Seven Secrets to Mastering Quality Work	iGOT	Behavioral	1h 16m 22s
2.	Office Procedure - Updated	iGOT	Functional	2h 17m
3.	Artificial Intelligence Integration in Microsoft Office 365	Microsoft	Functional	1h 13m 16s
4.	ChatGPT and Generative AI Tools for Government Officials	Wadhvani Foundation	Functional	1h
5.	Mastering Learning: Tools and Techniques That Work	iGOT	Behavioral	1h 32m 9s
6.	Time Management	iGOT	Behavioral	1h 15m
7.	Leading From Within: Behavioural Strategies for Self-Leadership	iGOT	Behavioral	50m
8.	Data Analysis using R	UpGrad	Functional	3h 14m 19s
9.	Data Driven Decision Making	Institute of Secretariat Training and Management	Functional	4h 30m
10.	Data Analytics for Effective Governance	National E-Governance Division (NEGD), MeitY	Functional	41m 46s
11.	Office Productivity Tools	NIELIT	Functional	2h 26m 12s
12.	Artificial Intelligence for Government Officers	Bihar Institute of Public Administration and Rural Development	Functional	N/A

29. MTS (Multi-Tasking Staff)

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Records Management	iGOT	Functional	1h
2.	Office Procedure and Dak Managements	iGOT	Domain	47m 16s

3.	Time Management	iGOT	Behavioral	1h 15m
4.	Swachhata - DoP	iGOT	Domain	1h 19m 15s
5.	Developing Effective Soft Skills	iGOT	Behavioral	39m 59s
6.	Do's and Dont's for Government Employees - Hindi	iGOT	Functional	54m
7.	Office Procedure - Updated	iGOT	Functional	2h 17m
8.	Digital Safety for Women Employees	iGOT	Functional	36m 9s
9.	Digital Literacy	iGOT	Functional	2h 6m 35s
10.	Personal and Professional Effectiveness	iGOT	Behavioral	1h 35m
11.	Multi Tasking Karmayogi - Prarambh	iGOT	Domain	3h 40m 32s
12.	Leave Rules - Updated	iGOT	Functional	55m

30. Staff Car Driver

S.No.	Course Name	Course Provider	Competency Type	Duration
1.	Road Safety Scenario and Road Accidents Mitigation Measures by MoRTH	Indian Academy of Highway Engineers (IAHE)	Domain	3h
2.	Drive Smart: A Guide to Safe and Efficient Vehicle Driving	Sashastra Seema Bal (SSB)	Domain	51m 36s
3.	Code of Conduct for Government Employees	Institute of Secretariat Training and Management	Functional	35m
4.	Electric Vehicle Basics	CEP IIT-Delhi	Domain	1h 1m 41s
5.	Stress Management	IIT (Indian School of Mines) Dhanbad	Behavioral	25m
6.	मोटर वाहन अधिनियम 1988 तथा संशोधित 2019: पस्चय एवं प्रमुख प्रावधान	Police Department Haryana	Domain	50m 32s
7.	Time Management	Institute of Secretariat Training and Management	Behavioral	1h 15m
8.	Preferential Traffic Schedule Operations	South East Central Railway (SECR)	Domain	45m 45s
9	Road Traffic Signs and Pavement Markings	Ministry of Road Transport and Highways (MoRTH)	Domain	N/A
10	Rules and Regulations of Road Safety (Hindi)	National Thermal Power Corporation (NTPC) Limited	Domain	37m 10s
11	Anger Management at Work Place	Sashastra Seema Bal (SSB)	Behavioral	43m 1s

12	Hill Road Safety and Design Fundamentals	Ministry of Road Transport and Highways (MoRTH)	Domain	N/A
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