K-14012/101(3)/2023-MissionKarmayogi
भारत सरकार / Government of India
आवासन और शहरी कार्य मंत्रालय / Ministry of Housing and Urban Affairs
(सीबीयूडी प्रभाग / CBUD Division)

Sankalp Bhawan, New Delhi
Dated: 20th November, 2026

OFFICE MEMORANDUM

Subject: Rollout of Annual Capacity Building Plan (ACBP) - 2026-27, of the Ministry of Housing and Urban Affairs under Mission Karmayogi.

The undersigned is directed to state that, in pursuance of the Government's initiatives under Mission Karmayogi – National Programme for Civil Services Capacity Building (NPCSCB), the Ministry of Housing and Urban Affairs has prepared its Annual Capacity Building Plan (ACBP) for the Financial Year 2026–27 through the AI-enabled Capacity Building Plan (CBP) tool developed by Karmayogi Bharat.

2. The Capacity Building Plan (CBP) has been formulated based on inputs received from various Divisions of the Ministry, taking into account the work profiles and functional responsibilities associated with different designations across the respective Divisions. CBP is a structured framework designed to systematically enhance the knowledge, skills, competencies and behavioral attributes of employees through continuous and outcome-oriented learning. In alignment with the objectives of Mission Karmayogi, the plan emphasizes competency-driven capacity building, to address the specific functional and domain competency requirements and the needs of employees across different levels, with the objective of strengthening professional competence, domain capabilities, and behavioral attributes to enhance overall organizational effectiveness.

3. The designation-wise ACBP, specifying the courses identified for various categories of officials, is hereby circulated for information and necessary action. All employees of the Ministry are encouraged to refer to the enclosed ACBP and undertake the courses prescribed against their respective designations on the iGOT Karmayogi platform, with a view to enhancing their knowledge, skills, overall capacity and efficiency in the discharge of their assigned duties.

4. The ACBP serves as the guiding framework for capacity-building and continuous professional development of officials of this Ministry. All concerned are requested to extend necessary cooperation to ensure its effective implementation.

5. Heads of Divisions can further facilitate and monitor employee participation by designating specific courses as mandatory for them based on Division's need.

6. This issues with the approval of the Competent Authority.

Encl.: **ACBP (2026-27).**

(Ram Rakha)
Under Secretary to the Government of India
Ph: 011-2378 3428

राम रखा/RAM RAKHA
अवर सचिव/Under Secretary
आवासन एवं शहरी कार्य मंत्रालय
Ministry of Housing & Urban Affairs
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

To:

1. All the employees of MoHUA.
2. All the Division/ Mission Heads of the Ministry with the request as mentioned in point 5.
3. Capacity Building Commission.
4. Karmayogi Bharat.

Copy to:

1. PPS to Secretary (UD & CD).
2. PPS to EA (CBUD).
3. PS to DS (CBUD)
4. NIC Cell for uploading on the Ministry's website under Mission Karmayogi.
5. IT Cell for uploading of e-office.

KARMAYOGI BHARAT
BEGINNING OF A NEW ERA

Ministry of Housing and Urban Affairs
Government of India

CAPACITY BUILDING COMMISSION

CAPACITY BUILDING PLAN

Comprehensive Role-Based Competency Analysis

Annual Capacity Building Plan (ACBP) | Mission Karmayogi

Role-based competency framework and recommended learning pathways

Ministry / Department	Ministry of Housing and Urban Affairs (MoHUA)
Plan Period	FY 2026–27
Scope	176 designation profiles across MoHUA divisions and cells

INDEX

Annual Capacity Building Plan (ACBP), FY 2026-27

Ministry of Housing and Urban Affairs

Sl. No.	Designation	Divisions	Page No.
1	Secretary	Department of Capital Development	1
2	Secretary	Department of Urban Development	7
3	Additional Secretary	Administration; Capacity Building (Policy); DG CPWD; NIUA; HSMI; UN Habitat; IEC & Media; NULP; Urban Events & Knowledge Network; Vigilance; New Initiatives	13
4	Additional Secretary	Aspirational Cities; Centres of Excellence; Central Vista; Delhi Division; WB/ADB/JICA matters; Planning Reforms; Municipal Reforms; PM-Gatishakti; TCPO; Urban Challenge Fund; VCF; SPVs; Urban Land; Urban Planning Division	17
5	Additional Director General	Urban Health Services	23
6	Joint Secretary & Financial Adviser (JS&FA)	Budget & IFD	32
7	Joint Secretary	Department of Estates, Land & Development Office, NBCC (India) Limited.	36
8	Joint Secretary	Housing for All Mission & erstwhile housing schemes; HUDCO; BMTPC; Rental Housing; Emerging Housing Technologies; Housing Division; RERA; HPL; NCHF	43
9	Joint Secretary	NUDM incl. Urban Observatory Network; Legacy ICC matters under SCM; Digital/IT incl. CISO; NER and Hill States	54
10	Joint Secretary	PM SVANidhi; Urban Challenge Fund; AMRUT; Climate Change; CPHEEO; NULM	65
11	Joint Secretary	SBM (Sanitation, SWM, Legacy Dumpsites); 3C/3R; Circularity; CITIIS; International Cooperation; TULIP; WB/ADB/JICA; Smart Cities Policy	71
12	Joint Secretary	Works incl. Central Vista and CPWD matters; Special Cell (QC/Design/ERP); CGEWHO; residual HRIDAY matters	76
13	Economic Advisor	Public Relations; CBUD; OL; G/UD; Economic Division; UP Division; TCPO	80
14	Economic Advisor-I	Coordination (GoI, States); Mission Coordination; Parliament; Public Grievances; Reporting (PRAGATI, e-SamikSha); RTI; Special Urban Economic Region; HR Unit	89
15	Statistical Adviser	Department of Capital Development: Capital Data Analytics & Research Division; Coordination Division	93
16	DDG & Statistical Adviser	Dept. of Urban Development: Statistics Division; Big Data; Data Strategy Unit; Indices; SDGs; Surveys; NBO	100
17	Principal Chief Controller of Accounts	Asset Registers of municipalities; Municipal Accounts; Municipal Bonds; Municipal Finance; Welfare Activities of MoHUA	105
18	Officer on Special Duty	JICA and other matters; Urban Transport policy; Regulatory mechanism for mobility; TCPO (TOD); Urban green mobility; IUT; UMTC	109
19	Director	Administrative Division	113
20	Director	Central Vista Division	118
21	Director	Coordination Division & Parliament Cell	122

Sl. No.	Designation	Divisions	Page No.
22	Joint Adviser	CPHEEO	126
23	Director	Delhi Division	130
24	Director	Economic Division	134
25	Director	HFA / PMAY	139
26	Director	HRIDAY	144
27	Director	Housing Division	147
28	Director	NUDM Division	151
29	Director	NULM Division	157
30	Director	PM SVANidhi	162
31	Director	SBM Division	167
32	Director	SCM Division	172
33	Director (Grade II)	Urban Planning Division	176
34	Director	UT Division	184
35	Director	Vigilance Division	189
36	Director	Works Division	193
37	Principal Staff Officer	Personal Section / Office of the Senior Officer	196
38	निदेशक (राजभाषा)	Official Language Division	200
39	Deputy Secretary	Administrative Division	203
40	Deputy Secretary	AMRUT Division	207
41	Deputy Secretary	Budget Division	210
42	Deputy Secretary	CBUD Division & Mission Karmayogi	213
43	Deputy Adviser	CPHEEO	219
44	Deputy Secretary	Delhi Division	223
45	Deputy Director	Economic Division	226
46	Deputy Secretary	Finance Commission Cell	231
47	Deputy Secretary	Housing Division	235
48	Assistant Director	Housing Division	240
49	Deputy Director	Housing Division	243
50	Deputy Secretary	IFD Division	246
51	Joint Director	IFD Division	252
52	Deputy Secretary	LSG Division	255
53	Deputy Secretary	NULM Division	259
54	Assistant Director	Official Language Division	264
55	Deputy Secretary	Official Language Division	266
56	Deputy Secretary	PM SVANidhi Division	270
57	Deputy Secretary	Public Grievance Cell	274
58	Deputy Secretary	Parliamentary Cell	278
59	Deputy Director	SBM Division	281
60	Senior Principal Personal Secretary	MoHUA HQ	286
61	Deputy Secretary	SBM Division	290
62	Joint Director	SBM Division	294
63	Assistant Director & Assistant Statistical Adviser	Statistical Division	300
64	Deputy Director & Deputy Statistical Adviser	Statistical Division	303
65	Director (Grade I)	Urban Health Services	307
66	Deputy Secretary	Urban Transport Division	314

Sl. No.	Designation	Divisions	Page No.
67	Deputy Secretary	Urban Development Division	319
68	Deputy Secretary	Urban Events & Knowledge Networks Division	324
69	Under Secretary (Administrative Reforms)	Administrative Division	328
70	Under Secretary	AMRUT Division	332
71	Under Secretary	Budget Division	336
72	Under Secretary (Training)	Capacity Building Unit (CBUD) & Mission Karmayogi Cell	342
73	Under Secretary	Central Vista Division	347
74	Under Secretary	Coordination Division	351
75	Under Secretary	Delhi Division	354
76	Under Secretary	Finance Commission Cell	358
77	Under Secretary	HFA / PMAY Division	361
78	Under Secretary	HRIDAY Division	366
79	Under Secretary	Housing Division	369
80	Under Secretary	Integrated Finance Division (IFD) Division	372
81	Under Secretary (US)	LSG Division	375
82	Under Secretary	Mission Coordination Division	379
83	Under Secretary	NUDM & NER Division	383
84	Under Secretary	NULM Division	388
85	Under Secretary	Parliamentary Cell	394
86	Under Secretary (Planning)	PM SVANidhi Division	396
87	Under Secretary (Coordination)	Parliament Cell	405
88	Under Secretary (Inquiry)	Public Grievance Cell	408
89	Under Secretary	SBM Division	412
90	Under Secretary	SCM Division	416
91	Under Secretary	Statistical Division	419
92	Under Secretary	Urban Development Division	423
93	Under Secretary	Urban Events & Knowledge Networks Division	428
94	Under Secretary (HO)	Urban Planning Division	433
95	Under Secretary	Urban Transport Division	440
96	Principal Private Secretary	MoHUA HQ	444
97	Under Secretary	Vigilance Division	451
98	Under Secretary	Works Division	455
99	Section Officer	Administrative Division	459
100	Assistant Section Officer	Administrative Division	463
101	Section Officer	AMRUT Division	467
102	Assistant Section Officer	AMRUT Division	471
103	Section Officer	Budget Division	475
104	Assistant Section Officer	Budget Division	478
105	Section Officer	CBUD Division & Mission Karmayogi	482
106	Assistant Section Officer	CBUD Division & Mission Karmayogi	487
107	Assistant Section Officer	Central Vista Division	491
108	Section Officer	Central Vista Division	494
109	Section Officer	Coordination Division	498

Sl. No.	Designation	Divisions	Page No.
110	Assistant Section Officer	Coordination Division	501
111	Section Officer	Delhi Division	505
112	Assistant Section Officer	Delhi Division	509
113	Section Officer	Economic Division	512
114	Assistant Section Officer	Economic Division	516
115	Section Officer	Finance Commission Cell	520
116	Assistant Section Officer	Finance Commission Cell	523
117	Section Officer	HFA / PMAY	526
118	Assistant Section Officer	HFA / PMAY Division	538
119	Section Officer	HRIDAY Division	541
120	Assistant Section Officer	HRIDAY Division	545
121	Section Officer	Housing Division	547
122	Assistant Section Officer	Housing Division	554
123	Section Officer	Integrated Finance Division (IFD)	557
124	Assistant Section Officer	Integrated Finance Division (IFD)	561
125	Section Officer	LSG Division	564
126	Assistant Section Officer	LSG Division	567
127	Section Officer	Mission Coordination Division	571
128	Assistant Section Officer	Mission Coordination Division	575
129	Section Officer (Level II)	NER Division	580
130	Assistant Section Officer (S&P)	NER Division	585
131	Section Officer	NUDM Division	589
132	Assistant Section Officer	NUDM Division	594
133	Section Officer	NULM Division	598
134	Assistant Section Officer	NULM Division	603
135	Section Officer	Official Language Division	605
136	Assistant Section Officer	Official Language Division	608
137	Senior Translation Officer	Official Language Division	611
138	Junior Translation Officer	Official Language Division	615
139	Section Officer	PM SVANidhi Division	617
140	Assistant Section Officer	PM SVANidhi Division	621
141	Section Officer	Public Grievance Cell	624
142	Assistant Section Officer	Public Grievance Cell	627
143	Section Officer	Parliamentary Cell	631
144	Assistant Section Officer	Parliamentary Cell	634
145	Section Officer	SBM Division	637
146	Assistant Section Officer	SBM Division	642
147	Section Officer	SCM Division	646
148	Assistant Section Officer	SCM Division	651
149	Section Officer	Statistics Division	655
150	Assistant Section Officer	Statistical Division	660
151	Section Officer	Urban Development Division	665
152	Assistant Section Officer	Urban Development Division	668
153	Section Officer	Urban Events & Knowledge Networks Division	673
154	Assistant Section Officer	Urban Events & Knowledge Division	677
155	Section Officer (General)	General Administration	682

Sl. No.	Designation	Divisions	Page No.
156	Assistant Section Officer (Adhoc)	Urban Health Services	689
157	Section Officer (Training)	Urban Planning Division	695
158	Assistant Section Officer (Civil / Electrical)	Urban Planning	704
159	Section Officer	Urban Transport Division	712
160	Assistant Section Officer	Urban Transport Division	716
161	Section Officer	Vigilance Division	719
162	Assistant Section Officer	Vigilance Division	724
163	Section Officer	Works Division	728
164	Assistant Section Officer	Works Division	732
165	Private Secretary	Integrated Finance Division (IFD)	734
166	Personal Assistant	MoHUA HQ	738
167	Stenographer	MoHUA HQ	744
168	Consultant	Administrative Division	750
169	Senior Secretariat Assistant	Administrative Division	754
170	Senior Secretariat Assistant	Administrative Division	758
171	Senior Secretariat Assistant	Coordination Division	761
172	Data Entry Operator (Contractual)	Integrated Finance Division (IFD)	769
173	Senior Secretariat Assistant	Official Language Division	773
174	Junior Secretariat Assistant	Coordination Division	776
175	Consultant	Mission Coordination Division	780
176	Multi-Tasking Staff	Administrative Division	784

Ministry of Housing and Urban Affairs (MoHUA) - Capacity Building Plan

Comprehensive Role-Based Competency Analysis

1401
Total Competencies
Total: 1401

30
Behavioral Competencies
30

55
Functional Competencies
55

1316
Domain Competencies
1316

Detailed Competency Framework by Designation

Secretary

Department of Capital Development

Behavioral: 5 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Provide apex-level strategic oversight for all administrative and programmatic functions of the Department of Capital Development.

- Lead policy formulation, review, and validation for matters concerning Delhi's urban development, land management, and large-scale capital projects.

- Ensure alignment of departmental objectives with national priorities.

- Oversee the execution and timely completion of the Kartavya Path Redevelopment Project.

- Chair high-level committees for project approvals, policy decisions, and resolution of inter-agency conflicts related to the capital's development.

- Serve as the principal advisor to the Minister on all matters pertaining to the Department of Capital Development.

- Coordination with Delhi Govt. and other NCR State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Review and approve policy notes, cabinet notes, and legislative amendments related to Delhi's urban planning and land management.

- Monitor the progress of the Kartavya Path Redevelopment Project, ensuring adherence to timelines, budgets, and quality standards.

- Conduct high-level review meetings with heads of attached offices/autonomous organisations/PSUs of the Department.

- Facilitate inter-ministerial coordination with relevant ministries, departments, and organisations for integrated development.

- Guide the formulation and implementation of the Master Plan for Delhi (MPD).

- Guide policy reforms related to the Department.

- Oversee the resolution of major land acquisition, development, re-development and property-related legal matters.

- Represent India in national and international forums.

Behavioral

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Collaborative Leadership - Influencing and Negotiation
- Decision Making - Sound Judgement
- Outcome Orientation - Accountability

5 total

Functional

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Implementation
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Litigation Management - Court case management

5 total

Domain

- Policy Formulation - Policy Review and Validation
- Scheme Management - Scheme Architecture Review
- Governance & Institutional Design - Inter-Ministerial Coordination
- International Relations - Coordination with International agencies
- Land Management - Land Acquisition and Development Policies
- Legislative Framework - Delhi Development Act, 1957
- Financial Management - Public Finance and Budgetary Oversight
- State & ULB Coordination - Cooperative Federalism Principles

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Integrated Approaches to Peri-Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course — AI Recommended - iGOT

Fair Compensation and Land Acquisition Act 2013

Domain Competencies

Rural and Agriculture - Land Resources

Relevancy - 88%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

Financial Management - Financial Management

Project Management - Project Evaluation & Monitoring

Policy Architecture - Policy implementation

Relevancy - 97%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Financial Management - Budget Formulation & Implementation

Relevancy - 94%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

Information & Communication Management - Dissemination of Information

Information & Communication Management - Management of information on official websites

Relevancy - 93%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 92%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

Policy Architecture - Policy monitoring & impact assessment

Policy Architecture - Research & Need Analysis

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Data Analytics - Data led Decision making

Relevancy - 91%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 89%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 88%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

Change Management in Digital Transformation Project

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 84%

Course

AI Recommended - iGOT

Fundamentals of the Digital Public Infrastructure Approach

Functional Competencies

- Digital Fluency - Digital Service Design
- Policy Architecture - Policy implementation
- Project Management - Project Planning
- Data Analytics - Data Use and Governance

Relevancy - 81%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 98%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 97%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 96%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 95%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 94%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Rajadharma: The Inner Compass for Modern Governance

Behavioral Competencies

- Decision Making - Sound Judgement
- Service Orientation - Service Excellence (wrt citizens)
- Self-Awareness - Purposefulness
- Strategic Leadership - Forward Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Negotiation

Behavioral Competencies

- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement

Relevancy - 88%

Course

AI Recommended - iGOT

Indic Reasoning for Modern Governance

Behavioral Competencies

- Collaboration - Knowledge Sharing
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 83%

Course

AI Recommended - iGOT

Negotiation

Behavioral Competencies

- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Solution Orientation - Analytical Thinking
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Strategic Thinking in the Age of Innovation

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 82%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Self-Awareness - Self-Analysis
- Decision Making - Sound Judgement
- Team Leadership - Inspiring others

Relevancy - 82%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 81%

Secretary

Department of Urban Development

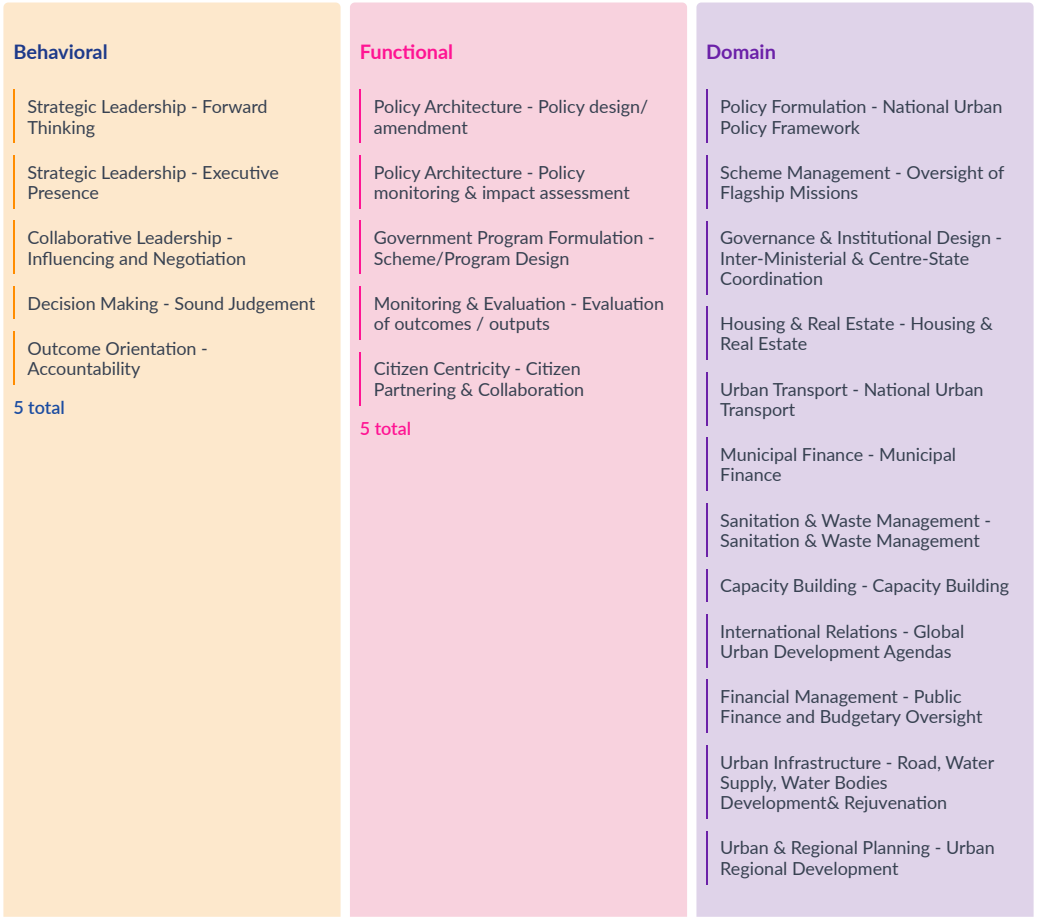
Behavioral: 5 total Functional: 5 total Domain: 12 total

Roles & Responsibilities

- Provide apex-level strategic oversight for all administrative and programmatic functions of the Department of Urban Development.
- Lead the formulation, implementation, and monitoring of national urban policies/ missions/ schemes/ programmes.
- Drive policy reforms in the urban sector.
- Ensure alignment of departmental objectives with national priorities.
- Sanctioning state action plans, approving project funds, and reviewing mission progress.
- Serve as the principal advisor to the Minister on all matters pertaining to national urban development.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Approve State Annual Action Plans (SAAPs) and financial proposals under various missions.
- Monitor key performance indicators (KPIs) of all urban missions.
- Conduct high-level review meetings with State Principal Secretaries and Mission Directors.
- Facilitate inter-ministerial coordination for convergence of schemes and policies.
- Guide legislative reforms related to the Acts administered by the Department.
- Oversee the functioning of all attached/subordinate offices of the Department.
- Represent India in international forums.



12 total

Recommended Courses:

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 93%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Financial Management - Budget Formulation & Implementation

Relevancy - 97%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 96%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 95%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 94%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 93%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Design Thinking for Citizen-Centric Public Policy

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Leveraging Parallel Intelligence for Smart Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Digital Fluency - AI/ML tools
- Data Analytics - Data Use and Governance

Relevancy - 86%

Course

AI Recommended - iGOT

AI Policies and Governance in India

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data Use and Governance
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 85%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 98%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 97%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 96%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Rajadharma: The Inner Compass for Modern Governance

Behavioral Competencies

- Decision Making - Sound Judgement
- Service Orientation - Service Excellence (wrt citizens)
- Self-Awareness - Purposefulness
- Strategic Leadership - Forward Thinking

Relevancy - 93%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

Creativity & Innovation - Lateral Thinking

Decision Making - Logical Reasoning

Relevancy - 91%

Course

AI Recommended - iGOT

Negotiation

Behavioral Competencies

Collaborative Leadership - Influencing and Negotiation

Collaborative Leadership - Conflict Management

Solution Orientation - Analytical Thinking

Decision Making - Sound Judgement

Communication - Active Listening

Collaboration - Relationship Management

Relevancy - 91%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

Collaborative Leadership - Conflict Management

Collaborative Leadership - Influencing and Negotiation

Self-Awareness - Self-Analysis

Decision Making - Sound Judgement

Team Leadership - Inspiring others

Relevancy - 90%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Transformational Leadership

Behavioral Competencies

Team Leadership - Inspiring others

Team Leadership - Mentoring

Creativity & Innovation - Transformation Orientation

Strategic Leadership - Forward Thinking

Relevancy - 85%

Additional Secretary

Administration, Capacity Building (Policy), Director General CPWD, NIUA,HSMI, UN Habitat, RCUES/CUS, IEC + Media [Dashboard - Public; Parliament; MoHUA] NULP, Urban Events & Knowledge Network, Urban Knowledge Network, Vigilance, New Initiatives.

Behavioral: 4 total Functional: 4 total Domain: 7 total

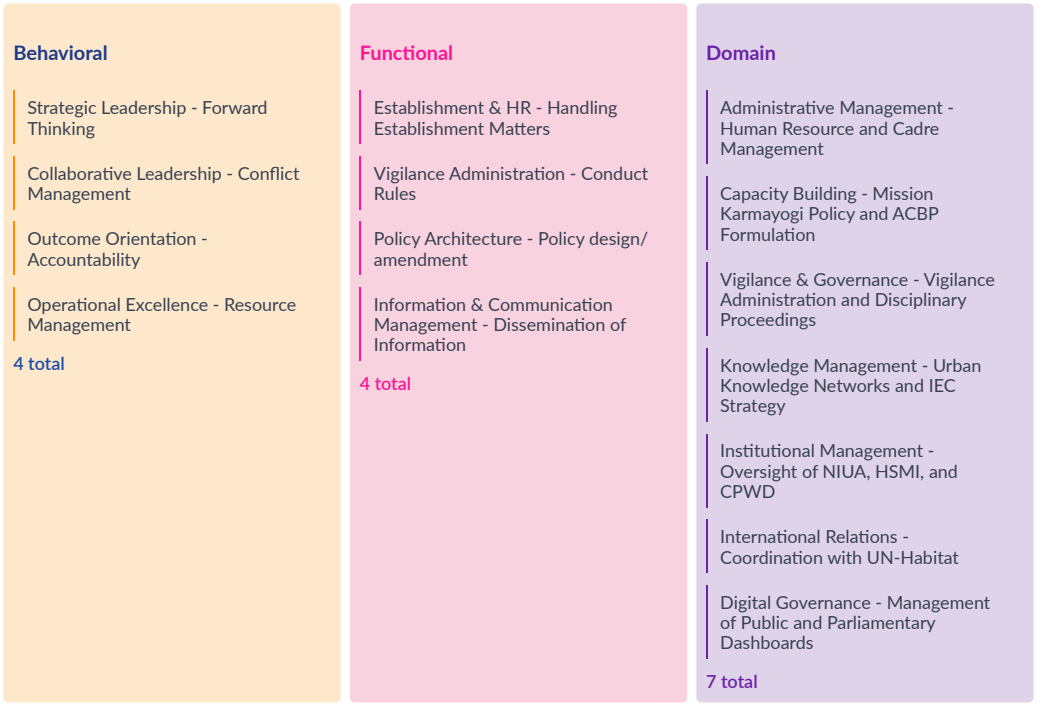
Roles & Responsibilities

- Act as the executive authority for administrative governance, overseeing all administrative divisions and cadre management.

- Provide strategic oversight for the Ministry's capacity building policy, aligning it with Mission Karmayogi.
- Supervise the functioning of key autonomous bodies like NIUA and HSMI, and manage relations with UN-Habitat.
- Lead the Ministry's IEC, media, and knowledge management initiatives, including urban events and knowledge networks.
- Oversee the Vigilance Division, ensuring probity and adherence to statutory rules.
- Drive new initiatives.

Activities

- Review and clear proposals related to establishment matters, and administration matters.
- Guide the formulation of the Annual Capacity Building Plan (ACBP).
- Direct the strategy for media engagement, public relations, and dissemination of information on urban missions.
- Supervise high-level vigilance cases and ensure timely submission of reports to CVC and other bodies.
- Facilitate partnerships with national and international knowledge institutions.
- Oversee functioning of CPWD as head of department, as an additional charge.



Recommended Courses:

Course — AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

PREVENTIVE VIGILANCE

Functional Competencies

- Vigilance Administration - Preventive Vigilance
- Vigilance Administration - Conduct Rules

Relevancy - 94%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Transfer and Posting

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 88%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

Mission Karmayogi Guidelines

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 85%

Course

AI Recommended - iGOT

Professional Social Media Practices for Public Officials

Functional Competencies

- Information & Communication Management - Handling social media

Relevancy - 84%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 95%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 94%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 92%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 91%

Course

AI Recommended - iGOT

Transformational Leadership

Behavioral Competencies

- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Creativity & Innovation - Transformation Orientation
- Strategic Leadership - Forward Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Self-Awareness - Self-Analysis
- Decision Making - Sound Judgement
- Team Leadership - Inspiring others

Relevancy - 89%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

BSNL Mission Karmyogi Training for Executives

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Inspiring others
- Outcome Orientation - Accountability
- Collaboration - Relationship Management
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Communication - Verbal & Non-Verbal Fluency
- Service Orientation - Responsiveness

Relevancy - 86%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 82%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 80%

Additional Secretary

Aspirational Cities, Centres of Excellence, Central Vista, Delhi Division, Matters related to WB/ADB/JICA, Planning Reforms, Municipal Reforms, PM-Gatishakti, TCPO (split), Urban Challenge Fund, VCF, SPVs, Urban Land and land reforms, Urban Planning Division

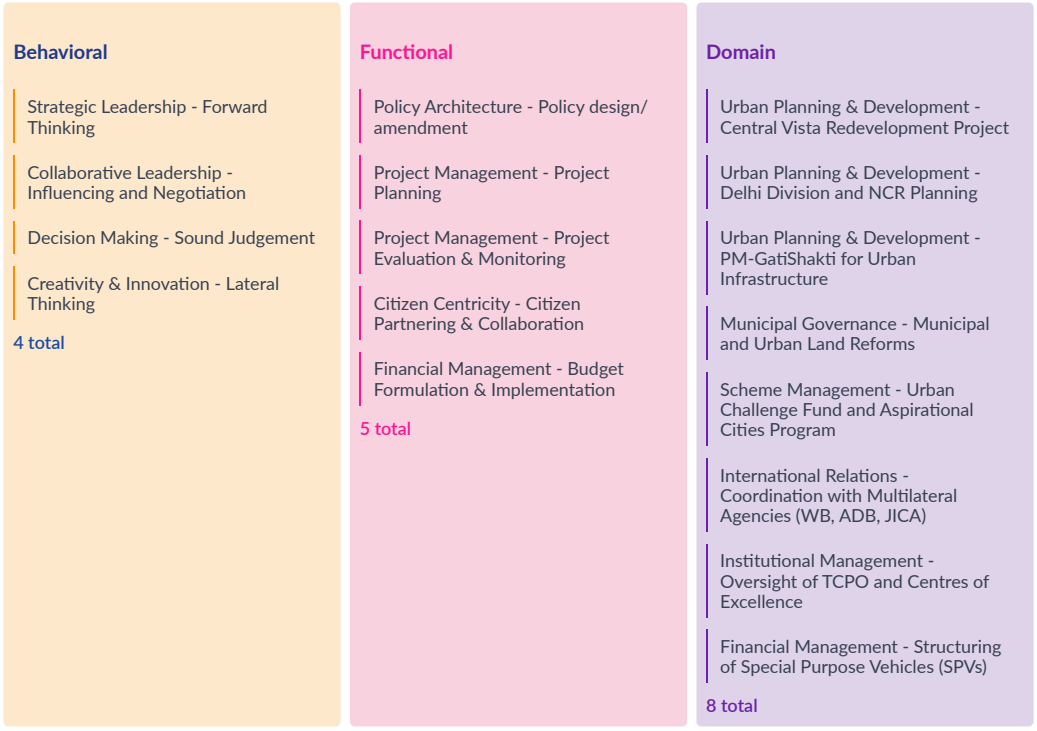
Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Provide executive oversight for the Delhi Division, managing all matters related to urban planning, housing, and land in the NCR.
- Lead the implementation and monitoring of the Central Vista Redevelopment Project.
- Drive national urban planning reforms, including the implementation of PM-GatiShakti in urban areas.
- Oversee the functioning of the Town and Country Planning Organisation (TCPO).
- Manage multilateral engagements with the World Bank, ADB, and JICA for urban sector projects.
- Steer new initiatives like the Aspirational Cities program, Urban Challenge Fund, and establishment of Centres of Excellence.
- Supervise municipal reforms, urban land reforms, and the creation of Special Purpose Vehicles (SPVs) for urban projects.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Review and clear proposals related to the Master Plan for Delhi, land use changes, and building bye-laws.
- Monitor the physical and financial progress of Central Vista projects, coordinating with CPWD and contractors.
- Chair meetings for the appraisal and approval of projects funded by WB, ADB, and JICA.
- Guide the formulation of guidelines for the Urban Challenge Fund and Aspirational Cities program.
- Oversee the integration of GIS-based master planning and PM-GatiShakti principles in state-level planning.
- Direct TCPO in its role of providing technical guidance on urban and regional planning.
- Facilitate the establishment of SPVs for implementing large-scale urban infrastructure projects.



Recommended Courses:

Course

AI Recommended - iGOT

PM Gati Shakti National Master Plan: Vision and Goals

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 98%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 89%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Understanding of Public-Private Partnership

Functional Competencies

Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 95%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

Financial Management - Financial Management

Project Management - Project Evaluation & Monitoring

Policy Architecture - Policy implementation

Relevancy - 93%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 89%

Course

AI Recommended - iGOT

Enhancing Public Services Through Design Thinking

Functional Competencies

Citizen Centricity - Design Thinking

Policy Architecture - Policy design/ amendment

Change Management - Change Readiness

Relevancy - 94%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

Implementation and Change Management

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 93%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 88%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 92%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 87%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 92%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 96%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 91%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Provider - Wadhwani Foundation

AI in Infrastructure and Urban Development

Functional Competencies

Digital Fluency - AI/ML tools

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Karmayogi Bharat

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National E-Governance Division (NEGD) MeitY Govt of India

Executing Large Scale Digital Transformation Projects

Domain Competencies

Technology - Electronics and Information Technology

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Civis

Introduction to Public Consultations

Functional Competencies

Policy Architecture - Policy design/ amendment

Citizen Centricity - Citizen Partnering & Collaboration

Government Program Formulation - Research & Need Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Armed Forces Medical College

Negotiation

Behavioral Competencies

Collaborative Leadership - Influencing and Negotiation

Collaborative Leadership - Conflict Management

Decision Making - Sound Judgement

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Regional Centre for Urban and Environmental Studies Lucknow

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian School of Public Policy

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National Academy of Defence Production (NADP) Nagpur

Strategic Thinking in the Age of Innovation

Behavioral Competencies

Decision Making - Logical Reasoning

Decision Making - Sound Judgement

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Department for Promotion of Industry and Internal Trade

Use Cases of PM GatiShakti National Master Plan

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 90%

Additional Director General

Urban Health Services

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Ensure convergence of health programmes with MoHFW and WCD with the MoHUA.

- Coordinate with the Ministry of Health and Family Welfare (MoHFW) on the implementation of the National Urban Health Mission (NUHM).

- Promote research and capacity building in the field of urban health.

Activities

- Participate in inter-ministerial committees and task forces on urban health.

- Analyze public health data to identify trends and inform policy interventions.

- Organize workshops and training programs for municipal health officers and other stakeholders.

- Collaborate with academic institutions and research bodies on urban health studies.

- Prepare policy briefs and advisories on urban health issues for circulation to states and ULBs.

Behavioral

- Solution Orientation - Analytical Thinking
- Strategic Leadership - Forward Thinking
- Collaboration - Relationship Management
- Decision Making - Sound Judgement

4 total

Functional

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Citizen Centricity - Citizen Partnering & Collaboration

4 total

Domain

- Public Health - Urban Health Policy and Planning
- Public Health - National Urban Health Mission (NUHM)
- Public Health - Epidemiology and Disease Surveillance
- Environmental Health - Health Impacts of Water, Sanitation, and Housing
- Governance & Coordination - Inter-Ministerial Coordination (MoHUA & MoHFW)
- Research Management - Urban Health Research and Evaluation
- Capacity Building - Training in Urban Public Health

Policy Formulation - Health Impact Assessment

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Climate Change and Public Health in India

Domain Competencies

Social - Health and Family Welfare

Relevancy - 99%

Course

AI Recommended - iGOT

National Health Mission

Domain Competencies

Social - Health and Family Welfare

Relevancy - 98%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course

AI Recommended - iGOT

Building Climate Resilient Healthcare Systems

Domain Competencies

Social - Health and Family Welfare

Relevancy - 97%

Course

AI Recommended - iGOT

One Health: A Holistic Framework for Health and Sustainability

Domain Competencies

Social - Health and Family Welfare

Relevancy - 82%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Sanitation Technologies

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 88%

Course

AI Recommended - iGOT

Improving Health Governance and Service Delivery

Domain Competencies

Social - Health and Family Welfare

Relevancy - 91%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

Policy Architecture - Policy monitoring & impact assessment

Policy Architecture - Research & Need Analysis

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Data Analytics - Data led Decision making

Relevancy - 93%

Course

AI Recommended - iGOT

Evidence in Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 91%

Course

AI Recommended - iGOT

Foundations of Public Policy and Policy Analysis

Functional Competencies

- Policy Architecture - Policy design/ amendment

Relevancy - 94%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 96%

Course

AI Recommended - iGOT

Design Thinking for Citizen-Centric Public Policy

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 84%

Course

AI Recommended - iGOT

Generative AI in Public Policy and Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 86%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 92%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 91%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 82%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 86%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Climate Change and Public Health in India

Domain Competencies

- Social - Health and Family Welfare

Relevancy - 99%

Course

AI Recommended - iGOT

National Health Mission

Domain Competencies

- Social - Health and Family Welfare

Relevancy - 98%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course

AI Recommended - iGOT

Building Climate Resilient Healthcare Systems

Domain Competencies

Social - Health and Family Welfare

Relevancy - 97%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course

AI Recommended - iGOT

Diving Deeper into Solutions for Climate Resilient Healthcare

Domain Competencies

Social - Health and Family Welfare

Relevancy - 95%

Course

AI Recommended - iGOT

DHFC - Module 12 - Benefits of Digital Health in Public Health

Domain Competencies

Social - Health and Family Welfare

Relevancy - 92%

Course

AI Recommended - iGOT

Improving Health Governance and Service Delivery

Domain Competencies

Social - Health and Family Welfare

Relevancy - 91%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Sanitation Technologies

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 88%

Course

AI Recommended - iGOT

One Health: A Holistic Framework for Health and Sustainability

Domain Competencies

Social - Health and Family Welfare

Relevancy - 82%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 96%

Course

AI Recommended - iGOT

Foundations of Public Policy and Policy Analysis

Functional Competencies

- Policy Architecture - Policy design/ amendment

Relevancy - 94%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 93%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Evidence in Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 91%

Course

AI Recommended - iGOT

Design Thinking for Citizen-Centric Public Policy

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

Generative AI in Public Policy and Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 86%

Course

AI Recommended - iGOT

Citizen Centric Services Marketing in Government

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 85%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 84%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

Service System Design in Government Process Reengineering

Functional Competencies

- Citizen Centricity - Design Thinking
- Digital Fluency - Digital Service Design
- Change Management - Change Implementation
- Project Management - Project Implementation

Relevancy - 82%

Course

AI Recommended - iGOT

Impact Assessment of Training Programmes

Functional Competencies

- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Monitoring & Evaluation - Creation of M&E Framework
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 81%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 92%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 91%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 86%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 84%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

Decision Making - Logical Reasoning

Collaboration - Relationship Management

Collaborative Leadership - Influencing and Negotiation

Relevancy - 82%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

Collaborative Leadership - Conflict Management

Collaborative Leadership - Influencing and Negotiation

Self-Awareness - Self-Analysis

Decision Making - Sound Judgement

Team Leadership - Inspiring others

Relevancy - 81%

Course

AI Recommended - iGOT

Provider - Department of Health Research

Basic Course on Health Technology Assessment for Decision-Makers

Domain Competencies

Social - Health and Family Welfare

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Ministry of Communications- Department of Telecommunications

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National E-Governance Division (NEGD) MeitY Govt of India

Digital Transformation eSanjeevani

Domain Competencies

Social - Health and Family Welfare

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Asian Development Bank Institute (ADBI)

Enhancing Gender Integration in Scaled and Sustained Government Health

Domain Competencies

Welfare - Women & Child Development

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National E-Governance Division (NEGD) MeitY Govt of India

MyGov Platform for Public Participation and Impact

Functional Competencies

Information & Communication Management - Management of information on official websites

Data Analytics - Data Management

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Council of Medical Research (ICMR)

Research Study: Epidemiological Study Designs

Domain Competencies

Technology - Health Research

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Management Raipur

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Technology (IIT) Bombay

Urban Flooding Challenges and Solutions

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Joint Secretary & Financial Adviser (JS&FA)

Budget & IFD

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Act as the head of the Integrated Finance Division (IFD), serving as the principal financial advisor to the Secretary.
- Oversee the entire budgetary process of the Ministry, from formulation to execution and monitoring.
- Ensure financial propriety and compliance with General Financial Rules (GFR) and other financial regulations in all proposals.
- Provide financial concurrence on all schemes, projects, and expenditure proposals of the Ministry.
- Manage the flow of funds for all missions and schemes, including releases to states and implementing agencies.
- Coordinate with the Ministry of Finance on all budgetary and expenditure-related matters.
- Supervise the internal audit functions and ensure timely settlement of audit paras.
- Screening of proposals required to be referred to MoF

Activities

- Prepare the Detailed Demands for Grants, Outcome Budget, and other budgetary documents for parliamentary approval.
- Scrutinize and provide financial advice on all Cabinet notes, EFC/SFC memos, and other policy proposals.
- Monitor the pace of expenditure against budget allocations and advise on re-appropriations.
- Chair pre-PIB/EFC meetings and represent the Ministry in high-level financial committees.
- Manage the Public Financial Management System (PFMS) for fund releases and expenditure tracking.
- Review and approve financial guidelines for various schemes and programs
- Oversee the preparation of responses to the Public Accounts Committee (PAC) and other parliamentary financial committees
- Presentation before Parliamentary Standing Committee for examination of Detailed Demands for grants of the MoHUA
- Ensure strict compliance of MoF's guidelines in procurement and contracts
- Works as a Govt. nominee Dir in PSUs & Metro Corporations

Behavioral	Functional	Domain
Decision Making - Sound Judgement	Financial Management - Budget Formulation & Implementation	Public Finance - Budget Formulation and Management

Solution Orientation - Attention to Detail

Outcome Orientation - Accountability

Collaborative Leadership - Influencing and Negotiation

4 total

Financial Management - Expenditure Management

Government Program Formulation - Feasibility & Risk Assessment

Financial Management - PFMS Portal Management

Public Procurement (GFR) - Contract Management

5 total

Public Finance - Financial Appraisal of Schemes and Projects

Financial Management - General Financial Rules (GFR) 2017

Financial Management - Delegation of Financial Powers Rules (DFPR)

Financial Management - Public Financial Management System (PFMS)

Governance - Audit Compliance and Parliamentary Financial Committees

Scheme Management - Fund Flow Management for Central Schemes

Policy Formulation - EFC/SFC Memorandum Appraisal

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 84%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 100%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

Project Management - Project Evaluation & Monitoring

Financial Management - Financial Management

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 96%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 95%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy implementation

Relevancy - 94%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Evaluating Investment Proposals Through Capital Budgeting Techniques

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 89%

Course

AI Recommended - iGOT

Introduction to Financial Statements

Functional Competencies

- Financial Management - Financial Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

Common Mistakes during Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Public Procurement (GFR) - Procurement Mgmt. through GeM
- Vigilance Administration - Preventive Vigilance

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 92%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 89%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Negotiation

Behavioral Competencies

- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement

Relevancy - 86%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Self-Awareness - Self-Analysis
- Decision Making - Sound Judgement
- Team Leadership - Inspiring others

Relevancy - 85%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 82%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 80%

Joint Secretary

Department of Estates, Land & Development Office, NBCC (India) Limited.

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Provide strategic leadership and administrative oversight for the Directorate of Estates and the Land & Development Office (L&DO).
- Manage all matters related to the administration of Government Estates (residential and office accommodation) and Nazul/rehabilitation leases in Delhi.
- Oversee the functioning of NBCC (India) Limited, a key Public Sector Undertaking, and monitor its performance.
- Drive policy reforms and process improvements in estate management and land administration.
- Handle all parliamentary, budgetary, and legal matters pertaining to the assigned divisions and PSU.
- Ensure efficient and transparent allotment of government accommodation and management of land records.
- Coordination with state governments for scheme implementation, policy feedback, and capacity building.
- Management of government of India land across the country.
- Facilitate the formulation of policies for the effective utilisation and management of Government of India land.

Activities

- Supervise the implementation of the e-Sampada portal for estate management services.
- Review and approve policies related to allotment rules, rent, and eviction of unauthorized occupants.
- Oversee the digitization of land records and lease management processes in L&DO.
- Monitor the execution of major projects undertaken by NBCC, including stressed real estate projects.
- Conduct regular review meetings with the Director of Estates, Land & Development Officer, and CMD, NBCC.
- Represent the Ministry in meetings related to the performance and strategic direction of NBCC.
- Address high-level public grievances and parliamentary questions related to estates and land.

Behavioral

- Team Leadership - Mentoring
- Decision Making - Sound Judgement
- Outcome Orientation - Accountability
- Operational Excellence - Process Excellence

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Litigation Management - Court case management
- Office Management - Office Procedures
- Grievance Redressal - Public Grievance Handling

4 total

Domain

- Estate Management - General Pool Residential Accommodation (GPRA) Rules
- Estate Management - Public Premises (Eviction of Unauthorised Occupants) Act
- Land Management - Administration of Nazul and Rehabilitation Leases
- Land Management - Land and Development Office (L&DO) Procedures
- Corporate Governance - Oversight of Public Sector Undertakings (NBCC)
- Digital Governance - e-Sampada and e-Dharti Portal Management
- Project Management - Monitoring of Real Estate and Construction Projects
- Financial Management - Revenue and Lease Management

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Maintenance of Land and Building Assets

Domain Competencies

Finance and Economy - Investment & Public Asset Management

Relevancy - 98%

Course — AI Recommended - iGOT

Acquisition of Land for Defence Purposes

Domain Competencies

Rural and Agriculture - Land Resources

Relevancy - 92%

Course — AI Recommended - iGOT

Hiring Requisitioning and Acquisition

Domain Competencies

Rural and Agriculture - Land Resources

Relevancy - 88%

Course — AI Recommended - iGOT

Transfer of Defence land for Public Infrastructure Projects

Domain Competencies

Rural and Agriculture - Land Resources

Relevancy - 85%

Course

AI Recommended - iGOT

KNOWLEDGE ON MoU WITH PSUs

Domain Competencies

Finance and Economy - Public Enterprises

Relevancy - 85%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Embedding Corporate Governance in Government Organisations

Functional Competencies

Government Program Formulation - Scheme/Program Design

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy Basics for Administrators

Functional Competencies

Policy Architecture - Policy design/ amendment

Relevancy - 88%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Judicial Review and Reading a Judgement

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management

Relevancy - 84%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 98%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 95%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 94%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 92%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Maintenance of Land and Building Assets

Domain Competencies

- Finance and Economy - Investment & Public Asset Management

Relevancy - 98%

Course

AI Recommended - iGOT

Acquisition of Land for Defence Purposes

Domain Competencies

- Rural and Agriculture - Land Resources

Relevancy - 92%

Course

AI Recommended - iGOT

Hiring Requisitioning and Acquisition

Domain Competencies

- Rural and Agriculture - Land Resources

Relevancy - 88%

Course

AI Recommended - iGOT

Transfer of Defence land for Public Infrastructure Projects

Domain Competencies

Rural and Agriculture - Land Resources

Relevancy - 85%

Course

AI Recommended - iGOT

KNOWLEDGE ON MoU WITH PSUs

Domain Competencies

Finance and Economy - Public Enterprises

Relevancy - 85%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Embedding Corporate Governance in Government Organisations

Functional Competencies

Government Program Formulation - Scheme/Program Design

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy Basics for Administrators

Functional Competencies

Policy Architecture - Policy design/ amendment

Relevancy - 88%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

Citizen Centricity - Design Thinking

Policy Architecture - Policy design/ amendment

Government Program Formulation - Scheme/Program Design

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

Policy Architecture - Policy design/ amendment

Citizen Centricity - Citizen Partnering & Collaboration

Government Program Formulation - Research & Need Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Judicial Review and Reading a Judgement

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Relevancy - 84%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

Public Procurement (GFR) - Contract Management

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 98%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

Decision Making - Logical Reasoning

Collaboration - Relationship Management

Collaborative Leadership - Influencing and Negotiation

Relevancy - 95%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

Creativity & Innovation - Lateral Thinking

Decision Making - Logical Reasoning

Relevancy - 94%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 92%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 82%

Housing for all Mission including all erstwhile Housing Schemes; HUDCO; BMTPC; Developing Rental Housing Markets; Emerging Housing Technologies; Housing Division, RERA; HPL; NCHF

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Lead the Housing for All (PMAY-U) Mission Directorate, providing strategic direction and overseeing its nationwide implementation. Ensure the achievement of targets set under all four verticals of PMAY-U 1.0 & 2.0

- Oversee all matters relating to Real Estate Regulation, including policy formulation, legislative amendments, and implementation of the Real Estate (Regulation and Development) Act (RERA).

- Manage all matters of the Rental Housing Division, including policy formulation, legislative amendments, and implementation of MTA.

- Lead and coordinate all activities related to the RERA, encompassing policy formulation, legislative amendments, and implementation of the Act.

- Drive initiatives for promoting emerging housing technologies.

- Oversee the functioning of associated bodies like the Building Materials and Technology Promotion Council (BMTPC), National Cooperative Housing Federation (NCHF), Hindustan Prefab Limited (HPL), & HUDCO.

- Handle all parliamentary, budgetary, and legal matters pertaining to the housing sector.

- Ensure the achievement of targets under PMAY-U and other housing schemes.

- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

- Coordinate with all international institutions like UN-HABITAT, GIZ, KFW, etc.

- Lead APMACHUD, GIZ.

Activities

- Ensure approval of projects by the Central Sanctioning and Monitoring Committee (CSMC) for PMAY-U projects.

- Supervise the formulation and implementation of the Model Tenancy Act and other rental housing policies.

- Direct policy formulation, regulatory reforms, and implementation efforts related to the RERA.

- Oversee the functioning of BMTPC in its role of identifying, evaluating, and promoting innovative and sustainable housing technologies.

- Oversee the Global Housing Technology Challenge (GHTC-India) and the construction of Light House Projects.

- Coordinate with financial institutions for the implementation of the Interest Subvention Scheme.

Behavioral

- Strategic Leadership - Forward Thinking
- Team Leadership - Mentoring
- Decision Making - Sound Judgement
- Collaboration - Relationship Management

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design
- Project Management - Project Implementation
- Monitoring & Evaluation - Evaluation of outcomes / outputs

4 total

Domain

- Scheme Management - Pradhan Mantri Awas Yojana (Urban) - PMAY-U
- Housing & Real Estate - Real Estate (Regulation and Development) Act (RERA)
- Housing & Real Estate - Affordable and Rental Housing Policy
- Housing & Real Estate - Emerging and Sustainable Housing Technologies
- Institutional Management - Oversight of BMTPC, NCHF, HPL
- Financial Management - National Urban Housing Fund (NUHF) Management
- Project Management - Global Housing Technology Challenge

(GHTC-India)

Governance & Coordination - Centre-State Coordination for Housing

8 total

Recommended Courses:

Course

AI Recommended - iGOT

रेरा अधिनियम का परिचय

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course

AI Recommended - iGOT

मध्यप्रदेश में प्रधानमंत्री आवास योजना-शहरी: प्रथम चरण एवं 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 88%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

Information & Communication Management - Dissemination of Information

Information & Communication Management - Management of information on official websites

Relevancy - 98%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 96%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 95%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 94%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 93%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 93%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 87%

Course

AI Recommended - iGOT

Multi-Criteria Decision Systems for Prioritizing Factors

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Data Analytics - Data led Decision making
- Project Management - Project Evaluation & Monitoring

Relevancy - 86%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 85%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 84%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 83%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 92%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 88%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Rajadharma: The Inner Compass for Modern Governance

Behavioral Competencies

- Decision Making - Sound Judgement
- Service Orientation - Service Excellence (wrt citizens)
- Self-Awareness - Purposefulness
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Self-Awareness - Self-Analysis
- Decision Making - Sound Judgement
- Team Leadership - Inspiring others

Relevancy - 82%

Course

AI Recommended - iGOT

रेरा अधिनियम का परिचय

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course

AI Recommended - iGOT

मध्यप्रदेश में प्रधानमंत्री आवास योजना-शहरी: प्रथम चरण एवं 2.0

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 88%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

Information & Communication Management - Dissemination of Information

Information & Communication Management - Management of information on official websites

Relevancy - 98%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 96%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

Policy Architecture - Policy monitoring & impact assessment

Policy Architecture - Research & Need Analysis

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Data Analytics - Data led Decision making

Relevancy - 95%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 94%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 93%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 93%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 87%

Course

AI Recommended - iGOT

Multi-Criteria Decision Systems for Prioritizing Factors

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Data Analytics - Data led Decision making
- Project Management - Project Evaluation & Monitoring

Relevancy - 86%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 85%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 84%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 83%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 92%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 88%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Rajadharma: The Inner Compass for Modern Governance

Behavioral Competencies

- Decision Making - Sound Judgement
- Service Orientation - Service Excellence (wrt citizens)
- Self-Awareness - Purposefulness
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Self-Awareness - Self-Analysis
- Decision Making - Sound Judgement
- Team Leadership - Inspiring others

Relevancy - 82%

Joint Secretary

NUDM, including Urban Observatory Network, Legacy ICC matters Under SCM, Digital/IT matters, including Chief Information Security Officer, NER and Hill States

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Lead the National Urban Digital Mission (NUDM), driving the creation of a shared digital infrastructure for urban India.
- Act as the Chief Information Security Officer (CISO) for the Ministry, overseeing all digital and IT security matters.
- Manage legacy matters related to Integrated Command and Control Centers (ICCCs) under the Smart Cities Mission.
- Drive the digital transformation agenda of the Ministry, ensuring alignment across all missions.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.
- Oversee all urban development matters for the North Eastern Region (NER) and Hill States.

Activities

- Supervise the development and rollout of NUDM platforms

- Supervise the development of India Urban Data Exchange (IUDX).
- Develop and enforce IT security policies and protocols for the Ministry.
- Coordinate with smart cities for financial closures and to ensure the effective use and sustainability of ICCCs.
- Review and approve special project proposals for NER and Hill States.
- Chair meetings on digital governance and IT infrastructure for the Ministry.
- Facilitate capacity building and technical assistance to states and ULBs for adopting digital solutions.

Behavioral

- Creativity & Innovation - Transformation Orientation
- Strategic Leadership - Forward Thinking
- Solution Orientation - Systems Thinking
- Decision Making - Sound Judgement

4 total

Functional

- Digital Fluency - Digital Service Design
- Data Analytics - Data Use and Governance
- Government Program Formulation - Scheme/Program Design
- Project Management - Project Implementation

4 total

Domain

- Digital Governance - National Urban Digital Mission (NUDM)
- Digital Governance - IT and Cybersecurity Management (CISO Role)
- Smart Cities - Integrated Command and Control Centers (ICCCs)
- Data & Statistics - Urban Observatory Network and Data Platforms
- Regional Development - Urban Development in NER and Hill States
- Administrative Management - Oversight of Printing, Stationery & Publication Depts
- Project Management - Digital Transformation Projects
- Governance & Coordination - Inter-Mission Digital Integration

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Digital Transformation with Cyber Secure Governance

Domain Competencies

Technology - Electronics and Information Technology

Relevancy - 98%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course — AI Recommended - iGOT

Smart Cities: Urban Digital Twin Applications

Domain Competencies

Technology - Science & Technology

Relevancy - 90%

Course — AI Recommended - iGOT

Fundamentals of the Digital Public Infrastructure Approach

Functional Competencies

Digital Fluency - Digital Service Design

Policy Architecture - Policy implementation

Project Management - Project Planning

Data Analytics - Data Use and Governance

Relevancy - 99%

Course

AI Recommended - iGOT

Securing digital transformation and e-governance

Functional Competencies

- Data Analytics - Data Use and Governance
- Change Management - Change Impact Assessment

Relevancy - 97%

Course

AI Recommended - iGOT

Digital Transformation with Agile Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Change Management - Change Implementation
- Digital Fluency - Digital Service Design

Relevancy - 97%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 98%

Course

AI Recommended - iGOT

Designing Citizen Centric Digital Services

Functional Competencies

- Digital Fluency - Digital Service Design
- Citizen Centricity - Design Thinking

Relevancy - 96%

Course

AI Recommended - iGOT

Change Management in Digital Transformation Project

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Evaluation & Monitoring

Relevancy - 93%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 95%

Course

AI Recommended - iGOT

Introduction to Big Data in Governance

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance

Relevancy - 94%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 98%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 94%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 91%

Course

AI Recommended - iGOT

Service System Design in Government Process Reengineering

Functional Competencies

- Citizen Centricity - Design Thinking
- Digital Fluency - Digital Service Design
- Change Management - Change Implementation
- Project Management - Project Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

AI in Government: Transforming Public Service Delivery

Functional Competencies

Digital Fluency - AI/ML tools

Relevancy - 89%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data led Decision making

Relevancy - 81%

Course

AI Recommended - iGOT

Strategic Thinking in the Age of Innovation

Behavioral Competencies

Decision Making - Logical Reasoning

Decision Making - Sound Judgement

Relevancy - 88%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

Creativity & Innovation - Lateral Thinking

Decision Making - Logical Reasoning

Relevancy - 89%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

Self-Awareness - Self-Analysis

Personal Effectiveness - Resilience

Service Orientation - Empathy

Collaboration - Relationship Management

Team Leadership - Inspiring others

Strategic Leadership - Forward Thinking

Outcome Orientation - Initiative and Drive

Personal Effectiveness - Navigating Ambiguity

Relevancy - 92%

Course

AI Recommended - iGOT

Transformational Leadership

Behavioral Competencies

Team Leadership - Inspiring others

Team Leadership - Mentoring

Creativity & Innovation - Transformation Orientation

Strategic Leadership - Forward Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

Strategic Leadership - Forward Thinking

Strategic Leadership - Executive Presence

Strategic Leadership - Sustainable mindset

Relevancy - 93%

Course

AI Recommended - iGOT

Product Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation
- Solution Orientation - Analytical Thinking
- Strategic Leadership - Forward Thinking

Relevancy - 80%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation

Relevancy - 88%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 84%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Digital Transformation with Cyber Secure Governance

Domain Competencies

- Technology - Electronics and Information Technology

Relevancy - 98%

Course

AI Recommended - iGOT

Smart Cities: Urban Digital Twin Applications

Domain Competencies

- Technology - Science & Technology

Relevancy - 90%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Fundamentals of the Digital Public Infrastructure Approach

Functional Competencies

- Digital Fluency - Digital Service Design
- Policy Architecture - Policy implementation
- Project Management - Project Planning
- Data Analytics - Data Use and Governance

Relevancy - 99%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 98%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 98%

Course

AI Recommended - iGOT

Securing digital transformation and e-governance

Functional Competencies

- Data Analytics - Data Use and Governance
- Change Management - Change Impact Assessment

Relevancy - 97%

Course

AI Recommended - iGOT

Digital Transformation with Agile Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Change Management - Change Implementation
- Digital Fluency - Digital Service Design

Relevancy - 97%

Course

AI Recommended - iGOT

Designing Citizen Centric Digital Services

Functional Competencies

- Digital Fluency - Digital Service Design
- Citizen Centricity - Design Thinking

Relevancy - 96%

Course

AI Recommended - iGOT

Service System Design in Government Process Reengineering

Functional Competencies

- Citizen Centricity - Design Thinking
- Digital Fluency - Digital Service Design
- Change Management - Change Implementation
- Project Management - Project Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 95%

Course

AI Recommended - iGOT

Introduction to Big Data in Governance

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance

Relevancy - 94%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 94%

Course

AI Recommended - iGOT

Enhancing Public Services Through Design Thinking

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 94%

Course

AI Recommended - iGOT

Leveraging Parallel Intelligence for Smart Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Digital Fluency - AI/ML tools
- Data Analytics - Data Use and Governance

Relevancy - 93%

Course

AI Recommended - iGOT

Change Management in Digital Transformation Project

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Evaluation & Monitoring

Relevancy - 93%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 91%

Course

AI Recommended - iGOT

AI in Government: Transforming Public Service Delivery

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 89%

Course

AI Recommended - iGOT

Generative AI in Public Policy and Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 88%

Course

AI Recommended - iGOT

AI Applications in Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Citizen Centricity - Design Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Artificial Intelligence for Public Governance

Functional Competencies

- Digital Fluency - AI/ML tools
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 84%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 82%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 81%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 93%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 92%

Course

AI Recommended - iGOT

Transformational Leadership

Behavioral Competencies

- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Creativity & Innovation - Transformation Orientation
- Strategic Leadership - Forward Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 89%

Course

AI Recommended - iGOT

Strategic Thinking in the Age of Innovation

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 88%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation

Relevancy - 88%

Course

AI Recommended - iGOT

Human Decision Making and its Biases

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 84%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 82%

Course

AI Recommended - iGOT

Product Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation
- Solution Orientation - Analytical Thinking
- Strategic Leadership - Forward Thinking

Relevancy - 80%

Course

AI Recommended - iGOT

Provider - Genpact

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Karmayogi Bharat

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National E-Governance Division (NEGD) MeitY Govt of India

Governance, Risk and Compliance

Functional Competencies

- Data Protection - Data Use and Governance
- Data Analytics - Data Use and Governance
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - RAKNPA

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National Academy of Defence Production (NADP) Nagpur

Strategic Planning and Growth

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Management Raipur

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Urban Development in India: Basic Version

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Dalberg Advisors

Urban Planning, Development and Climate Change

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Joint Secretary

PM SVANidhi, Urban Challenge Fund, AMRUT, Climate Change, CPHEEO, NULM.

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Lead the implementation of the Urban Challenge Fund from bankable projects and market financing for urban infrastructure strengthening.

- Lead the implementation of the PM SVANidhi scheme, focusing on micro-credit for street vendors.

- Oversee all matters related to the Atal Mission for Rejuvenation and Urban Transformation (AMRUT), focusing on urban water infrastructure and used waste management.

- Manage climate-related initiatives and policies for the urban sector.

- Supervise the Central Public Health and Environmental Engineering Organisation (CPHEEO), including its reforms, administration, and modernization.

- Ensure synergy and convergence between the NULM, PM SVANidhi, and AMRUT missions.

- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

- Provide strategic leadership for the Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM).

Activities

- Lead the implementation of the Urban Challenge Fund by facilitating the development of bankable urban infrastructure projects and mobilising market-based financing.

- Conduct review meetings for PM SVANidhi and coordinate with banks, SIDBI and State Governments to monitor progress and facilitate achievement of scheme targets.

- Guide and monitor the implementation of DAY-NULM components, including Self-Help Groups (SHGs), skill development, livelihood promotion and shelters for the urban homeless.

- Oversee the appraisal, approval and implementation of water supply, sewerage and related urban infrastructure projects under AMRUT.

- Coordinate with State Governments and Urban Local Bodies for the implementation of urban development schemes, identification of implementation gaps and capacity building.

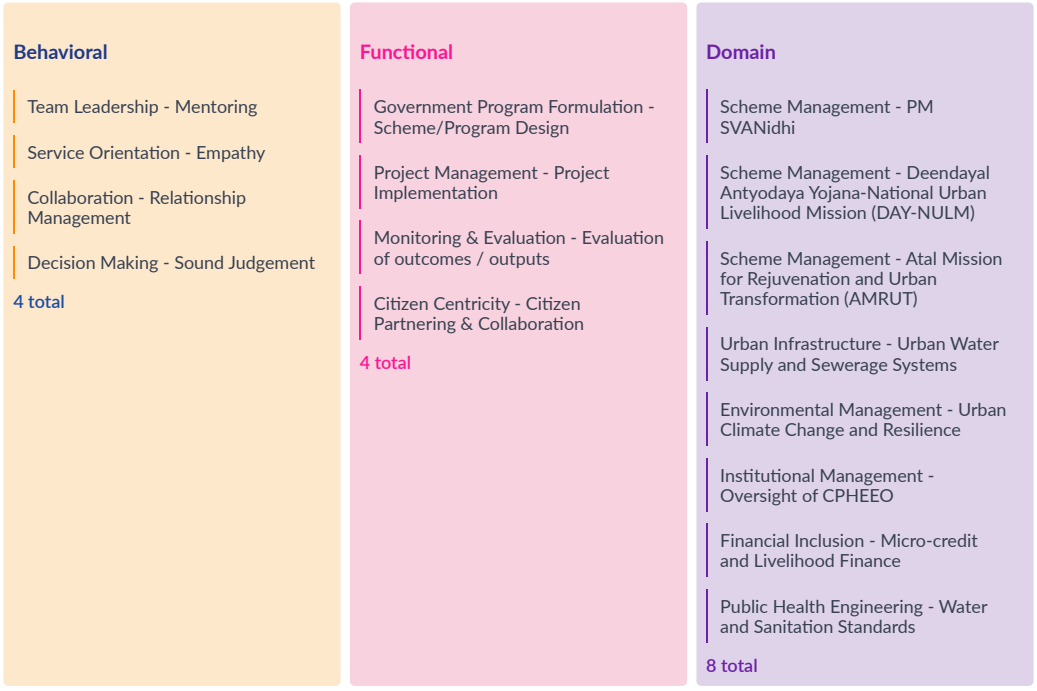
- Develop, coordinate and monitor the implementation of climate action plans and climate resilience initiatives for the urban sector.

- Supervise the technical advisory functions of CPHEEO, including the formulation and revision of technical guidelines, standards and policies relating to water supply, sanitation and wastewater management.

- Facilitate convergence among DAY-NULM, PM SVANidhi and AMRUT to strengthen livelihood opportunities and improve urban service delivery.

- Oversee the implementation of the SVANidhi se Samriddhi programme, including the socio-economic profiling of street vendor families and their linkage with eligible welfare schemes.

- Monitor budget utilisation, fund releases, scheme expenditure and parliamentary matters relating to the assigned missions and organisations.



Recommended Courses:

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 99%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Engineering

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 93%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Operations and Maintenance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 96%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 94%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 94%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 93%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 92%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 92%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 89%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Citizen Centric Services Marketing in Government

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 83%

Course

AI Recommended - iGOT

Leveraging Parallel Intelligence for Smart Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Digital Fluency - AI/ML tools
- Data Analytics - Data Use and Governance

Relevancy - 82%

Course

AI Recommended - iGOT

AI Applications in Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Citizen Centricity - Design Thinking

Relevancy - 81%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 98%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 97%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 96%

Course

AI Recommended - iGOT

Rajadharma: The Inner Compass for Modern Governance

Behavioral Competencies

- Decision Making - Sound Judgement
- Service Orientation - Service Excellence (wrt citizens)
- Self-Awareness - Purposefulness
- Strategic Leadership - Forward Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 91%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 88%

Course

AI Recommended - iGOT

Enabling Social Change

Behavioral Competencies

Self-Awareness - Purposefulness | Service Orientation - Empathy | Collaboration - Diversity & Inclusion | Decision Making - Sound Judgement | Strategic Leadership - Sustainable mindset

Relevancy - 87%

Course

AI Recommended - iGOT

Equity : Competency Framework

Behavioral Competencies

Decision Making - Sound Judgement | Service Orientation - Empathy | Team Leadership - Mentoring | Communication - Active Listening

Relevancy - 83%

Joint Secretary

SBM [Sanitation, SWM, Legacy Dumpsites] 3C matters, Circularity, 3R matters, CITIIS Programme, International Co-Operation Division (Additional Charge), Internships (TULIP), Matters related to WB/ADB/ JICA, Smart Cities Policy and Legacy issues.

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Lead the Swachh Bharat Mission (SBM-U), overseeing sanitation, solid waste management (SWM), and legacy dumpsite remediation.
- Drive policies on circular economy, including 3C (Circular, Clean, Climate-friendly) and 3R (Reduce, Reuse, Recycle) matters.
- Manage the CITIIS (City Investments to Innovate, Integrate and Sustain) Programme and other smart city policy and legacy issues.
- Oversee the International Co-operation Division, managing engagements with WB, ADB, JICA, and other partners.
- Supervise the functioning of HUDCO (excluding HSMI) and initiatives like Creative & Invisible Cities.
- Manage the TULIP (The Urban Learning Internship Program).
- Oversee public health reforms in coordination with CPHEEO.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Chair review meetings for SBM-U, monitoring progress towards 'Garbage Free Cities'.
- Develop policies and guidelines to promote circular economy principles in urban areas.
- Supervise the appraisal and implementation of projects under the CITIIS programme.
- Coordinate with multilateral agencies (WB, ADB, JICA) for funding and technical assistance for urban projects.
- Monitor the performance of HUDCO and guide its strategic initiatives.
- Oversee the expansion and management of the TULIP internship portal and program.
- Facilitate the creation of SPVs for Creative Cities and promote FDI in the urban sector.

Behavioral	Functional	Domain
Strategic Leadership - Forward Thinking	Government Program Formulation - Scheme/Program Design	Scheme Management - Swachh Bharat Mission (Urban)
Creativity & Innovation - Transformation Orientation	Project Management - Project Implementation	Environmental Management - Solid Waste Management and Legacy

Collaboration - Relationship Management

Decision Making - Sound Judgement

4 total

Citizen Centricity - Citizen Partnering & Collaboration

Monitoring & Evaluation - Evaluation of outcomes / outputs

4 total

Dumpsite Remediation

Environmental Management - Circular Economy and 3R Principles

Smart Cities - CITIIS Programme and Smart Cities Policy

International Relations - Coordination with WB, ADB, JICA

Corporate Governance - Oversight of HUDCO

Capacity Building - The Urban Learning Internship Program (TULIP)

Public Health - Public Health Engineering Reforms

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course

AI Recommended - iGOT

Introduction to Circular Economy

Domain Competencies

Resources - Environment, Forest and Climate Change

Relevancy - 96%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Circular Economy and Plastic Waste Management Regulations

Domain Competencies

Resources - Environment, Forest and Climate Change

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Driving Sustainability through Policy and Governance

Domain Competencies

Resources - Environment, Forest and Climate Change

Relevancy - 87%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Faecal Sludge Management

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 85%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 98%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 97%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 96%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Financial Management - Budget Formulation & Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 93%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 93%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 92%

Course

AI Recommended - iGOT

Design Thinking for Citizen-Centric Public Policy

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation

Relevancy - 92%

Course

AI Recommended - iGOT

Understanding of Public-Private Partnership

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 89%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 87%

Course

AI Recommended - iGOT

MyGov Platform for Public Participation and Impact

Functional Competencies

- Information & Communication Management - Management of information on official websites
- Data Analytics - Data Management

Relevancy - 85%

Course

AI Recommended - iGOT

Leveraging Parallel Intelligence for Smart Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Digital Fluency - AI/ML tools
- Data Analytics - Data Use and Governance

Relevancy - 83%

Course

AI Recommended - iGOT

AI Applications in Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Citizen Centricity - Design Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Generative AI in Public Policy and Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 81%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 95%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 94%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 91%

Course

AI Recommended - iGOT

Strategic Thinking in the Age of Innovation

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 90%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

Creativity & Innovation - Lateral Thinking

Decision Making - Logical Reasoning

Relevancy - 88%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

Decision Making - Logical Reasoning

Collaboration - Relationship Management

Collaborative Leadership - Influencing and Negotiation

Relevancy - 87%

Course

AI Recommended - iGOT

Transformational Leadership

Behavioral Competencies

Team Leadership - Inspiring others

Team Leadership - Mentoring

Creativity & Innovation - Transformation Orientation

Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

Creativity & Innovation - Lateral Thinking

Creativity & Innovation - Transformation Orientation

Relevancy - 84%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

Self-Awareness - Self-Analysis

Personal Effectiveness - Resilience

Team Leadership - Inspiring others

Team Leadership - Mentoring

Collaborative Leadership - Influencing and Negotiation

Collaborative Leadership - Conflict Management

Decision Making - Sound Judgement

Communication - Active Listening

Collaboration - Relationship Management

Relevancy - 82%

Joint Secretary

Works including Central Vista and all matters of CPWD, Special Cell (QC/ Design /ERP), CGEWHO, Residual matters of HRIDAY.

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Lead the Works Division, providing administrative oversight for the Central Public Works Department (CPWD).
- Oversee the implementation of the Central Vista Redevelopment Project.

- Manage the Special Cell for Quality Control, Design, and ERP implementation within CPWD.
- Supervise the functioning of the Central Government Employees Welfare Housing Organization (CGEWHO).
- Handle all residual matters of the Heritage City Development and Augmentation Yojana (HRIDAY).
- Manage all parliamentary, budgetary, and legal matters pertaining to the Works Division and CPWD.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Monitor the execution of major construction projects by CPWD, including the Central Vista.
- Oversee the procurement, tendering, and contract management processes for large-scale works.
- Drive the implementation of the ERP system and other technology initiatives in CPWD.
- Review and approve policies related to CPWD's works manual, schedule of rates, and quality control.
- Supervise the development of housing projects for central government employees by CGEWHO.
- Manage the financial closure and settlement of pending issues under the HRIDAY scheme.
- Conduct review meetings with the DG, CPWD and CEO, CGEWHO.

Behavioral

- Team Leadership - Mentoring
- Decision Making - Sound Judgement
- Outcome Orientation - Commitment to Quality
- Operational Excellence - Process Excellence

4 total

Functional

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Contract Management
- Office Management - Office Procedures

4 total

Domain

- Project Management - Central Vista Redevelopment Project
- Public Works Management - CPWD Works Manual and Procedures
- Public Works Management - Quality Control and Design Standards
- Institutional Management - Administrative Oversight of CPWD and CGEWHO
- Digital Governance - ERP System Implementation
- Scheme Management - Residual Matters of HRIDAY Scheme
- Procurement - Tendering and Contract Management for Public Works
- Housing & Real Estate - Central Government Employees Housing Schemes

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Public Privare Partnerships (PPP) for Infrastructure Projects

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 88%

Course — AI Recommended - iGOT

Maintenance of Land and Building Assets

Domain Competencies

Finance and Economy - Investment & Public Asset Management

Relevancy - 85%

Course

AI Recommended - iGOT

Different Types of Construction Contracts

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Project Management - Project Planning

Relevancy - 96%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 95%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 95%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 94%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 93%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Vendor / Consultant Management
- Project Management - Project Planning

Relevancy - 90%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 84%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 83%

Course

AI Recommended - iGOT

PM Gati Shakti: Understanding the Portal and Tools

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Project Management - Project Planning

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 87%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 83%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 80%

Economic Advisor

Public Relation; CBUD; OL; G/UD; Economic Div; UP Div;TCPO

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Provide economic analysis and advice on all policy notes and proposals related to the urban sector.
- Lead the operations aspect of capacity building, including the implementation of Mission Karmayogi and ACBP.
- Economic Survey and Outcome Budget matters.
- Manage all matters related to the Finance Commission including recommendations for releasing funds. Conduct research studies.
- Supervise public relations (ICE) activities.
- Provide oversight on matters related to Official Language implementation.

- Lead the Urban Planning Division and TCPO.
- Steer planning initiatives, reforms, guidelines, including revision of Building Bye-Laws and URDPFI guidelines.
- Oversee station area planning along the Mumbai–Ahmedabad HSR Corridor, with ToD principles.

Activities

- Analyze and provide comments on Cabinet notes, policy proposals, and draft legislation from an economic perspective.
- Coordinate with the Capacity Building Commission (CBC) and manage the iGOT Karmayogi platform for the Ministry.
- Prepare the Outcome Budget and monitor scheme performance against predefined outcomes and outputs.
- Draft responses and prepare reports for the Finance Commission.
- Review and approve proposals for research studies and evaluate their findings.
- Guide the IEC division in designing and implementing communication strategies for various missions.
- Monitor the progress of skill development programs under the Nirman Kaushal Vikas Yojana.

Behavioral

- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking
- Strategic Leadership - Forward Thinking
- Communication - Verbal & Non-Verbal Fluency

4 total

Functional

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Financial Management - Budget Formulation & Implementation

5 total

Domain

- Economic Analysis - Urban Sector Economic Policy Analysis
- Monitoring & Evaluation - Scheme Monitoring and Outcome Budgeting
- Capacity Building - Mission Karmayogi Operations and ACBP Implementation
- Public Finance - Finance Commission Matters
- Research Management - Appraisal and Evaluation of Research Studies
- Public Relations - Information, Education & Communication (IEC) Strategy
- Skill Development - Nirman Kaushal Vikas Yojana
- Local Governance - Local Self Government (LSG) Policy

8 total

Recommended Courses:

Course — AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 100%

Course — AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 96%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 84%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 89%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Policy Architecture - Policy design/ amendment

Relevancy - 98%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 88%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 86%

Course

AI Recommended - iGOT

Impact Assessment of Training Programmes

Functional Competencies

- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Monitoring & Evaluation - Creation of M&E Framework
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 94%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy implementation

Relevancy - 81%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 90%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 81%

Course

AI Recommended - iGOT

Strategic Planning and Growth

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization

Relevancy - 85%

Course

AI Recommended - iGOT

Strategic Thinking in the Age of Innovation

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 84%

Course

AI Recommended - iGOT

Understanding Transit-Oriented Development

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Understanding and Application of Urban Planning

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Understanding Urban Transport Planning and Capacity Building

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Geographic Information System based Master Plan for Urban Development

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Public Finance under Co-operative Federalism

Domain Competencies

- Finance and Economy - Economic Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Policy Architecture - Policy design/ amendment

Relevancy - 98%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 96%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

Impact Assessment of Training Programmes

Functional Competencies

- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Monitoring & Evaluation - Creation of M&E Framework
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 94%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 93%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Budget Execution and Monitoring

Functional Competencies

- Financial Management - Budget Formulation & Implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 89%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 89%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 88%

Course

AI Recommended - iGOT

Government Budget and Related Activities

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management

Relevancy - 86%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 86%

Course

AI Recommended - iGOT

Inclusive Public Finance: Gender Responsive Budgeting

Functional Competencies

- Financial Management - Government accounts

Relevancy - 85%

Course

AI Recommended - iGOT

Understanding Government Budgeting

Functional Competencies

- Financial Management - Budget Formulation & Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 84%

Course

AI Recommended - iGOT

Understanding the Indian Union Budget

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 83%

Course

AI Recommended - iGOT

Understanding Monthly Economic Reports: From Data to Policy Action

Functional Competencies

Data Analytics - Data Analysis & Visualization

Relevancy - 82%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

Financial Management - Financial Management

Project Management - Project Evaluation & Monitoring

Policy Architecture - Policy implementation

Relevancy - 81%

Course

AI Recommended - iGOT

Budget Formulation in the Government of India

Functional Competencies

Financial Management - Budget Formulation & Implementation

Relevancy - 80%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

Strategic Leadership - Forward Thinking

Strategic Leadership - Executive Presence

Strategic Leadership - Sustainable mindset

Relevancy - 90%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

Creativity & Innovation - Lateral Thinking

Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Strategic Planning and Growth

Behavioral Competencies

Strategic Leadership - Forward Thinking

Decision Making - Logical Reasoning

Decision Making - Sound Judgement

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Relevancy - 85%

Course

AI Recommended - iGOT

Strategic Thinking in the Age of Innovation

Behavioral Competencies

Decision Making - Logical Reasoning

Decision Making - Sound Judgement

Relevancy - 84%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Foundations of Effective Decision-Making in Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 82%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 81%

Course

AI Recommended - iGOT

Introduction to Decision-Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 80%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Augmentation of Municipal Revenue

Domain Competencies

- Finance and Economy - Revenue

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Fractal

Behavior Architecture - Understanding Human Behavior

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking
- Decision Making - Sound Judgement
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Karmayogi Bharat

Introduction to Public Policy

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Policy monitoring & impact assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National Academy of Defence Production (NADP) Nagpur

Measuring the Impact of Marketing Campaign

Functional Competencies

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Karmayogi Bharat

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Public Policy and the VUCA World

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Policy monitoring & impact assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Karmayogi Bharat

Understanding Mission Karmayogi

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Economic Advisor-I

Coordination (GoI, States) Mission Coordination Parliament Public Grievances Reporting (Pragati, e-SamikSha, GoS, NITI Aayog, PMO, Cabinet Secretariat, etc.) RTI Special Urban Economic Region HR Unit

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Lead the Mission Coordination Division, ensuring seamless coordination across all missions of the Ministry.

- Manage all reporting to high-level government bodies, including PMO, Cabinet Secretariat, and NITI Aayog, through platforms like Pragati and e-SamikSha.

- Oversee the handling of all Parliamentary matters, Public Grievances, and RTI applications for the Ministry.

- Coordinate with Government of India ministries and State Governments on cross-cutting issues.

- Manage the HR Unit and matters related to Special Urban Economic Regions.

- Ensure timely and accurate compilation and submission of progress reports for all flagship programs.

Activities

- Chair inter-mission coordination meetings to resolve operational issues and ensure synergy.
- Monitor and compile data for reporting on Pragati, e-SamikSha, and Group of Secretaries (GoS) meetings.
- Supervise the Parliament Cell, ensuring timely and quality responses to all parliamentary questions and assurances.
- Oversee the Public Grievance Cell and monitor the disposal of grievances on the CPGRAMS portal.
- Act as the nodal officer for coordinating responses to NITI Aayog, PMO, and Cabinet Secretariat.
- Manage the administrative and policy work related to the HR Unit.
- Review and consolidate reports from various missions for senior management and external stakeholders.

Behavioral

- Solution Orientation - Systems Thinking
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Communication - Verbal & Non-Verbal Fluency

4 total

Functional

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Grievance Redressal - Public Grievance Handling
- Handling RTI Matters - RTI Responsiveness
- Monitoring & Evaluation - Creation of M&E Framework
- Office Management - Office Procedures

5 total

Domain

- Governance & Coordination - Inter-Mission and Inter-Ministerial Coordination
- Governance & Coordination - Centre-State Coordination
- Monitoring & Reporting - Management of Pragati, e-SamikSha portals
- Parliamentary Affairs - Management of Parliamentary Questions and Committees
- Public Grievance Management - CPGRAMS and RTI Act Implementation
- Administrative Management - HR Unit Management
- Economic Planning - Special Urban Economic Regions
- Digital Governance - High-Level Reporting Systems

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

PM Gati Shakti: Economic and Social Development Use Cases

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 89%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Integrated Approaches to Peri-Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 84%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

Information & Communication Management - Dissemination of Information

Information & Communication Management - Management of information on official websites

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Service Delivery Management

Functional Competencies

Grievance Redressal - Public Grievance Handling

Change Management - Change Implementation

Citizen Centricity - Design Thinking

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 88%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 86%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 98%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 97%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 96%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 95%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 94%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 93%

Course

AI Recommended - iGOT

Effective Communication

Behavioral Competencies

- Communication - Verbal & Non-Verbal Fluency
- Communication - Reading & Comprehension
- Communication - Active Listening

Relevancy - 90%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Statistical Adviser

Department of Capital Development : Capital Data Analytics & Research Division; Coordination Division

Behavioral: 4 total Functional: 4 total Domain: 10 total

Roles & Responsibilities

- Analysis of data in respect of the divisions/ attached offices/organisations of DoCD and providing the input to Secretary DoCD.

- All coordination activities of DoCD - PMO, Cabinet Secretariat, other ministeries/departments, legal matters, public grievances, etc.

Activities

Behavioral

- Solution Orientation - Analytical Thinking
- Strategic Leadership - Forward Thinking
- Decision Making - Sound Judgement
- Communication - Presentation Skills

4 total

Functional

- Data Analytics - Data led Decision making
- Data Analytics - Data Management
- Monitoring & Evaluation - Creation of M&E Framework
- Policy Architecture - Research & Need Analysis

4 total

Domain

- Urban Statistics & Data Management - National Statistical Systems & Standards (MoSPI)
- Survey Design & Implementation - Sampling Methodologies and Field Operations Management
- Urban Indices and Ranking Frameworks - Ease of Living Index & Municipal Performance Index
- Monitoring & Evaluation of Urban Missions - Urban Outcomes Framework (UOF) Management
- Sustainable Development Goals (SDGs) - SDG Urban Index and Localization
- Housing & Construction Statistics - National Buildings Organization (NBO) Data Management
- Urban Economics & Econometrics - Econometric Modeling for Urban Policy Analysis
- Data Strategy & Governance - Big Data Analytics & AI in Urban Sector
- Global Urban Indicators - UN-Habitat & World Bank Urban Data Frameworks
- Public Finance Statistics - Analysis of Municipal Finance Data

10 total

Recommended Courses:

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 96%

Course — AI Recommended - iGOT

Geographic Information System based Master Plan for Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Understanding and Application of Urban Planning

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Handling Data of Annual Survey of Unincorporated Sector Enterprises

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 92%

Course

AI Recommended - iGOT

Handling Unit Level Data of Household Consumption Expenditure Survey

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Handling Unit Level Data of Annual Survey of Industries

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Know Your Ministry-Ministry of Statistics and Programme Implementation

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 89%

Course

AI Recommended - iGOT

Understanding Urban Transport Planning and Capacity Building

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Understanding Transit-Oriented Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Climate and Disaster Resilient Cities Preparedness

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 84%

Course

AI Recommended - iGOT

AI-led Digital Transformation in Urban Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 100%

Course

AI Recommended - iGOT

Data-Driven Decision-Making for Government

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management

Relevancy - 99%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 98%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 97%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 96%

Course

AI Recommended - iGOT

Data Science for Policy Makers Part - 1

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Introduction to Statistical Tools for Data-Driven Decision-Making

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Management

Relevancy - 94%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 94%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 93%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to Big Data in Governance

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance

Relevancy - 91%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Evidence in Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 89%

Course

AI Recommended - iGOT

Planning a Research Study: Data Collection Management Analysis

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Policy Architecture - Research & Need Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 87%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 83%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy implementation

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Problem Solving and Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking

Relevancy - 94%

Course

AI Recommended - iGOT

Critical Thinking

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 93%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 92%

Course

AI Recommended - iGOT

Indic Reasoning for Modern Governance

Behavioral Competencies

- Collaboration - Knowledge Sharing
- Decision Making - Logical Reasoning

Relevancy - 91%

Course

AI Recommended - iGOT

Ways of Enhancing Presentation Skills

Behavioral Competencies

- Communication - Presentation Skills
- Communication - Verbal & Non-Verbal Fluency
- Communication - Active Listening
- Self-Awareness - Self Confidence
- Personal Effectiveness - Stress Management

Relevancy - 90%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 88%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Communication in Government Service

Behavioral Competencies

Communication - Active Listening

Communication - Verbal & Non-Verbal Fluency

Relevancy - 85%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

Self-Awareness - Self-Analysis

Personal Effectiveness - Resilience

Service Orientation - Empathy

Collaboration - Relationship Management

Team Leadership - Inspiring others

Strategic Leadership - Forward Thinking

Outcome Orientation - Initiative and Drive

Personal Effectiveness - Navigating Ambiguity

Relevancy - 84%

Course

AI Recommended - iGOT

Provider - Ministry of Mines

Fundamentals of Geographic Information System

Domain Competencies

Technology - Science & Technology

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Department of Space

Geographical Information System

Domain Competencies

Technology - Science & Technology

Relevancy - 90%

DDG & Statistical Adviser

Dept of Urban Development: Statistics Division, Data, including Big Data analysis, Data Strategy Unit, Indices, SDGs, Surveys (Implementation and Monitoring) Urban Information Statistics Publication, NBO

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Serve as the head of the Statistics Division and Data Strategy Unit (DSU) for Department of Urban Development.
- Lead the collection, compilation, analysis, and dissemination of all urban statistics.
- Act as Head of the National Buildings Organisation.
- Manage the development and maintenance of urban indices, such as the Global Liveability Index.
- Coordinate the monitoring and reporting of Sustainable Development Goals (SDGs) related to the urban sector.
- Supervise the implementation and monitoring of various urban surveys.
- Drive the Ministry's data strategy, including big data analysis and the creation of data-driven governance frameworks.
- Serve as a Chief Data Officer for data.gov.in
- Act as Nodal Official member of Tech Advancement Group on Surveys of MoSPI.
- Acts as Nodal Officer for My Scheme Platform, PAIMANA & NMDS Portals of MoSPI.
- Nodal for Index of Industrial Production.

Activities

- Direct the preparation and publication of urban information and statistics reports.

- Guide the Data Strategy Unit in developing data analytics models and dashboards.
- Review and approve methodologies for urban indices and surveys.
- Oversee the technical and administrative functions of the National Buildings Organisation (NBO).
- Present statistical analyses and data-driven insights to senior management for policy formulation.
- Ensure alignment of the Ministry's data initiatives with national statistical standards.

Behavioral

- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking
- Solution Orientation - Attention to Detail
- Outcome Orientation - Commitment to Quality

4 total

Functional

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Monitoring & Evaluation - Creation of M&E Framework

5 total

Domain

- Data & Statistics - Urban Statistical Systems Management
- Data & Statistics - Big Data Analytics for Urban Policy
- Data & Statistics - Development of Urban Indices (EoLI, MPI)
- Data & Statistics - Survey Design and Implementation
- Monitoring & Evaluation - Sustainable Development Goals (SDGs) Monitoring
- Institutional Management - Oversight of National Buildings Organisation (NBO)
- Digital Governance - Data Strategy Unit (DSU) Management
- Knowledge Management - Urban Information Statistics Publication

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Handling Unit Level Data of Household Consumption Expenditure Survey

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 95%

Course — AI Recommended - iGOT

Handling Unit Level Data of Annual Survey of Industries

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 94%

Course — AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Introduction to Big Data in Governance

Functional Competencies

Data Analytics - Data led Decision making

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data Use and Governance

Relevancy - 98%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

Data Analytics - Data led Decision making

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Use and Governance

Policy Architecture - Policy monitoring & impact assessment

Relevancy - 98%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data led Decision making

Relevancy - 97%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data Use and Governance

Data Analytics - Data led Decision making

Relevancy - 96%

Course

AI Recommended - iGOT

Data Science for Policy Makers Part - 1

Functional Competencies

Data Analytics - Data led Decision making

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

Policy Architecture - Policy monitoring & impact assessment

Policy Architecture - Research & Need Analysis

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Data Analytics - Data led Decision making

Relevancy - 94%

Course

AI Recommended - iGOT

Data Analysis and Visualization

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 93%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 92%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 91%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 91%

Course

AI Recommended - iGOT

Planning a Research Study: Data Collection Management Analysis

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Policy Architecture - Research & Need Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Data Storytelling

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Visual Intelligence and Data Storytelling Essentials

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 84%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 83%

Course

AI Recommended - iGOT

Evidence in Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 85%

Course

AI Recommended - iGOT

Critical Thinking

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 81%

Principal Chief Controller of Accounts

Asset Registers of municipalities, Integration of Municipal Accounts, Municipal Bonds, Municipal Finance (except Urban SVANidhi), Welfare Activities of MoHUA.

Behavioral: 4 total Functional: 4 total Domain: 7 total

Roles & Responsibilities

- Act as the head of the accounting organization of the Ministry, responsible for all payment, accounting, and internal audit functions.
- Drive reforms in municipal finance, including the integration of municipal accounts and the development of asset registers.
- Provide technical guidance and oversight on the issuance of Municipal Bonds.
- Manage all aspects of municipal finance policy and implementation, excluding PM SVANidhi.
- Oversee the welfare activities and schemes within MoHUA.
- Ensure compliance with government accounting standards and financial rules across all transactions.
- Advise the Secretary and Financial Adviser on all accounting and internal audit matters.
- Oversee the Government Payment system, PFMS - SNA SPARSH, Internal Audit.

Activities

- Supervise the Pay and Accounts Offices (PAOs) to ensure timely payments and accurate accounting.
- Conduct internal audits of all ministry units and subordinate offices.
- Develop frameworks and guidelines for the creation of municipal asset registers.
- Coordinate with states and ULBs to promote the adoption of standardized accounting practices (e.g., National Municipal Accounting Manual).
- Review and provide inputs on proposals related to municipal bonds and other market-based financing instruments.
- Prepare consolidated financial statements and reports for the Ministry.
- Manage the implementation of the Public Financial Management System (PFMS) for the Ministry.
- Prepare a framework for digital data sharing of Municipal Finance Data by ULBs.
- Prepare ULBs' own source revenue enhancement framework, especially for Property Tax Collection.

Behavioral	Functional	Domain

Solution Orientation - Attention to Detail	Financial Management - Government accounts	Public Finance - Government Accounting and Internal Audit
Outcome Orientation - Accountability	Financial Management - Expenditure Management	Municipal Finance - Municipal Accounting Reforms
Decision Making - Sound Judgement	Financial Management - PFMS Portal Management	Municipal Finance - Municipal Bonds and Credit Rating
Operational Excellence - Resource Management	Vigilance Administration - Conduct Rules	Municipal Finance - Municipal Asset Registers
4 total	4 total	Financial Management - Public Financial Management System (PFMS)
		Financial Management - General Financial Rules (GFR) 2017
		Governance - Financial Propriety and Control
		7 total

Recommended Courses:

Course — AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 94%

Course — AI Recommended - iGOT

GST for Urban Local Bodies

Domain Competencies

Finance and Economy - Revenue

Relevancy - 88%

Course — AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 84%

Course — AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Government accounts

Public Procurement (GFR) - Procurement of Services / Goods / Works

Vigilance Administration - Preventive Vigilance

Office Management - Office Procedures

Relevancy - 96%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Common Mistakes during Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Public Procurement (GFR) - Procurement Mgmt. through GeM
- Vigilance Administration - Preventive Vigilance

Relevancy - 95%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 91%

Course

AI Recommended - iGOT

Nature of Checks to be Exercised during Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Vigilance Administration - Preventive Vigilance
- Public Procurement (GFR) - Procurement of Services / Goods / Works

Relevancy - 90%

Course

AI Recommended - iGOT

PREVENTIVE VIGILANCE

Functional Competencies

- Vigilance Administration - Preventive Vigilance
- Vigilance Administration - Conduct Rules

Relevancy - 89%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 84%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 82%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 82%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 80%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

Operational Excellence - Process Excellence

Operational Excellence - Continuous Improvement

Solution Orientation - Analytical Thinking

Outcome Orientation - Commitment to Quality

Relevancy - 80%

Officer on Special Duty

Matters related to JICA and others, Policy related to Urban Transport, Regulatory mechanism for mobility, TCPO (TOD matters), Urban green mobility, IUT, UMTC, Urban mobility- Forms & Infrastructure.

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Lead policy formulation and implementation for the urban transport sector.
- Manage the development of regulatory mechanisms for urban mobility.
- Drive initiatives related to urban green mobility, including the promotion of electric vehicles and non-motorized transport.
- Oversee matters related to Transit-Oriented Development (TOD) in coordination with TCPO.
- Manage engagements with JICA and other international partners for urban transport projects.
- Supervise the functioning of the Institute of Urban Transport (IUT) and Urban Mass Transit Company (UMTC).
- Provide strategic direction on the development of urban mobility forms and infrastructure.

Activities

- Draft and amend policies related to urban transport, such as the National Urban Transport Policy (NUTP).
- Develop frameworks for fare fixation, multi-modal integration, and transport regulation.
- Appraise and monitor projects funded by JICA and other multilateral/bilateral agencies.
- Coordinate with states for the implementation of green mobility initiatives and TOD projects.
- Guide the research, training, and capacity-building activities of IUT and UMTC.
- Chair meetings and workshops on emerging trends in urban mobility.
- Prepare policy notes and briefs for senior management on all aspects of urban transport.

Behavioral	Functional	Domain
Strategic Leadership - Forward Thinking	Policy Architecture - Policy design/ amendment	Urban Transport - National Urban Transport Policy (NUTP)
Creativity & Innovation - Lateral Thinking	Project Management - Project Planning	Urban Transport - Urban Green Mobility and E-Mobility
Collaboration - Relationship Management	Citizen Centricity - Citizen Partnering & Collaboration	Urban Transport - Regulatory Mechanisms for Mobility

Solution Orientation - Analytical Thinking

4 total

Government Program Formulation - Feasibility & Risk Assessment

4 total

Urban Planning & Development - Transit-Oriented Development (TOD)

International Relations - Coordination with JICA and other agencies

Institutional Management - Oversight of IUT and UMTC

Project Management - Appraisal of Urban Transport Infrastructure Projects

Financial Management - Financing Models for Urban Transport

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Understanding the E-Mobility Ecosystem

Domain Competencies

Technology - Electronics and Information Technology

Relevancy - 94%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

High-Speed Rail Development: Context and Impact

Domain Competencies

Infrastructure - Railways

Relevancy - 85%

Course

AI Recommended - iGOT

Facilities for Commuters in Delhi Metro

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Intelligent Traffic Management System

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy monitoring & impact assessment

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 94%

Course

AI Recommended - iGOT

Understanding of Public-Private Partnership

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 92%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Design Thinking for Citizen-Centric Public Policy

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation

Relevancy - 89%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 84%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 80%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 90%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation

Relevancy - 82%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 81%

Course

AI Recommended - iGOT

Strategic Thinking in the Age of Innovation

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 80%

Director

Administrative Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

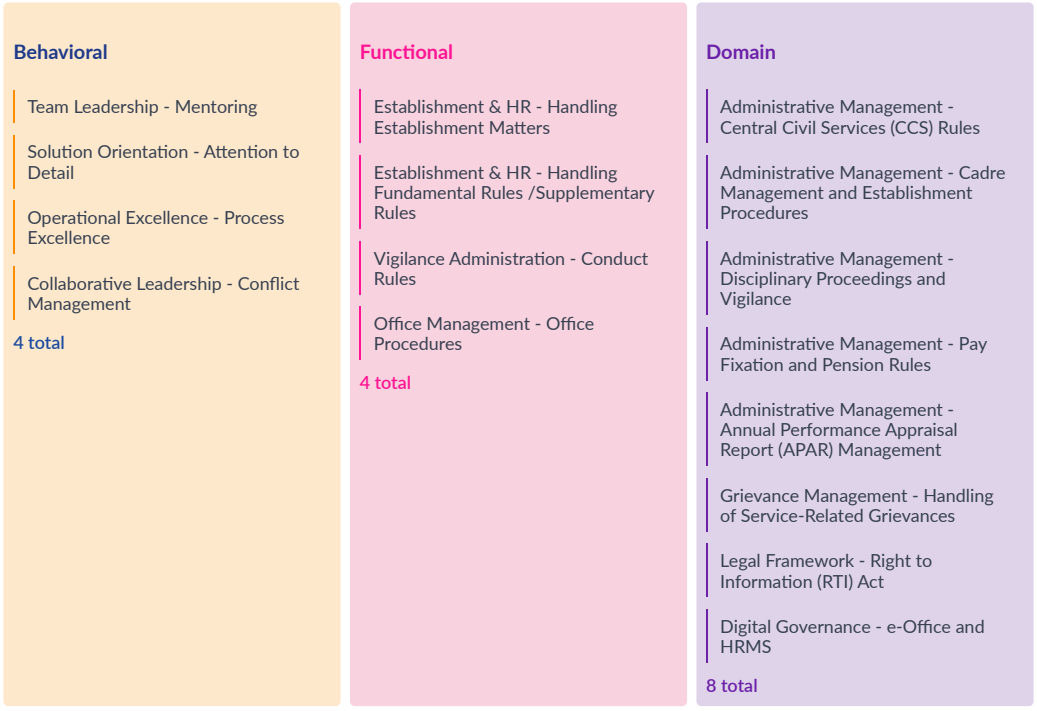
Roles & Responsibilities

- Manage the administrative and establishment matters of the Ministry, specifically for Admin-I and Admin-IV sections.

- Oversee personnel matters, including recruitment, promotions, transfers, and postings for various cadres.
- Handle disciplinary proceedings and vigilance cases for the staff under their purview.
- Ensure the proper implementation of government rules and regulations related to service conditions.
- Supervise the maintenance of service records and the processing of pension and retirement benefits.
- Address grievances and RTI applications related to administrative matters.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of Section Officers and other staff in Admin-I and Admin-IV.
- Process files related to Departmental Promotion Committees (DPCs), pay fixation, and seniority.
- Draft charge sheets and manage inquiry proceedings in disciplinary cases.
- Prepare proposals for the creation, continuation, or abolition of posts.
- Ensure timely completion of Annual Performance Appraisal Reports (APARs).
- Respond to parliamentary questions and audit paras related to administration.
- Coordinate with DoPT and UPSC on cadre management and recruitment issues.



Recommended Courses:

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 100%

Course

AI Recommended - iGOT

Departmental Promotion Committee and its Functions

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 100%

Course

AI Recommended - iGOT

UNDERSTANDING OF RECRUITMENT PROCEDURE

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Office Management - Office Procedures
- Vigilance Administration - Conduct Rules

Relevancy - 98%

Course

AI Recommended - iGOT

Conduct of Inquiry in Disciplinary Matters

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Establishment & HR - Handling Establishment Matters

Relevancy - 97%

Course

AI Recommended - iGOT

Matters relating to Pay Module

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Administration Matters - Handling Allowances & Reimbursement

Relevancy - 96%

Course

AI Recommended - iGOT

Transfer and Posting

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 95%

Course

AI Recommended - iGOT

Vigilance Clearance

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Provisions on Suspension
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Handling prosecution cases

Relevancy - 95%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 94%

Course

AI Recommended - iGOT

PREVENTIVE VIGILANCE

Functional Competencies

- Vigilance Administration - Preventive Vigilance
- Vigilance Administration - Conduct Rules

Relevancy - 89%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules

Relevancy - 87%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

All India Services Deputation Guidelines

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 80%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Managing Workplace Conflict

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Collaboration - Relationship Management
- Service Orientation - Empathy

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 82%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Director

Central Vista Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the day-to-day execution and monitoring of the Central Vista Redevelopment Project.
- Coordinate with CPWD, contractors, architects, and other implementing agencies.
- Ensure adherence to project timelines, budgets, and quality standards.
- Handle all administrative, financial, and parliamentary matters related to the Central Vista Division.
- Prepare progress reports, policy notes, and briefs for senior management.
- Facilitate inter-ministerial coordination and secure necessary approvals for project components.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of the Central Vista Division's sections and desks.
- Track the physical and financial progress of various project components (e.g., New Parliament Building, Central Secretariat).
- Organize and participate in project review meetings.
- Process files related to contract management, payments, and project approvals.
- Draft responses to parliamentary questions, RTI applications, and media queries about the project.
- Liaise with heritage conservation committees and other regulatory bodies.
- Address and resolve on-ground implementation issues and bottlenecks.

Behavioral

- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Commitment to Quality
- Solution Orientation - Attention to Detail
- Collaboration - Relationship Management

4 total

Functional

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Contract Management

4 total

Domain

- Project Management - Large-Scale Infrastructure Project Management
- Project Management - Central Vista Redevelopment Project
- Public Works Management - CPWD Works Manual and Procedures
- Procurement - Contract Administration and Vendor Management
- Financial Management - Project Budgeting and Expenditure Control
- Governance & Coordination - Inter-Agency Coordination
- Urban Planning & Development - Heritage Conservation and Urban Design
- Parliamentary Affairs - Handling Parliamentary Matters

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course — AI Recommended - iGOT

Executing Large Scale Digital Transformation Projects

Domain Competencies

Technology - Electronics and Information Technology

Relevancy - 84%

Course — AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 98%

Course

AI Recommended - iGOT

Different Types of Construction Contracts

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Project Management - Project Planning

Relevancy - 97%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 95%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 95%

Course

AI Recommended - iGOT

PM Gati Shakti: Understanding the Portal and Tools

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Project Management - Project Planning

Relevancy - 94%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 93%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 89%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 88%

Course

AI Recommended - iGOT

Digital Transformation with Agile Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Change Management - Change Implementation
- Digital Fluency - Digital Service Design

Relevancy - 85%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 94%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 81%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Director

Coordination Division & Parliament Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the Coordination Division, ensuring smooth information flow and synergy across all Ministry divisions.
- Lead the Parliament Cell, overseeing the handling of all parliamentary business for the Ministry.
- Coordinate the compilation of reports and responses for high-level meetings (e.g., PMO, Cabinet Secretariat).
- Ensure timely and accurate responses to all Parliamentary Questions (PQs), assurances, and committee matters.
- Supervise the maintenance of records related to parliamentary proceedings and assurances.
- Facilitate inter-divisional meetings and follow up on action items.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of Section Officers in the Coordination and Parliament cells.

- Circulate instructions and communications from PMO, Cabinet Secretariat, and other central agencies to all divisions.
- Track the status of all Lok Sabha and Rajya Sabha questions and ensure timely submission of replies.
- Prepare briefs and materials for the Minister and senior officers for parliamentary sessions and debates.
- Coordinate with all mission directorates to gather information for consolidated reports.
- Maintain a repository of parliamentary assurances and monitor their fulfillment.
- Liaise with the Ministry of Parliamentary Affairs and the secretariats of both houses of Parliament.

Behavioral

- Operational Excellence - Planning & Prioritization
- Solution Orientation - Attention to Detail
- Collaboration - Relationship Management
- Communication - Verbal & Non-Verbal Fluency

4 total

Functional

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Parliamentary Affairs - Management of Parliamentary Questions and Procedures
- Parliamentary Affairs - Handling of Parliamentary Committees and Assurances
- Governance & Coordination - Inter-Divisional and Inter-Ministerial Coordination
- Monitoring & Reporting - Consolidation of Information for High-Level Reporting
- Administrative Management - Central Secretariat Manual of Office Procedures (CSMOP)
- Communication - Preparation of Briefs and Reports
- Digital Governance - Online Parliamentary Question Management Systems
- Legal Framework - Rules of Procedure and Conduct of Business in Parliament

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course — AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 90%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 80%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 80%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 92%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 88%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 82%

Joint Adviser

CPHEEO

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Provide high-level technical advice on Public Health and Environmental Engineering (PHEE).
- Assist the head of CPHEEO in its role as the technical wing of the Ministry.
- Lead the technical appraisal of schemes and projects related to urban water supply, sanitation, and solid waste management.
- Contribute to the formulation and revision of technical manuals, standards, and guidelines.
- Support the implementation of missions like AMRUT and SBM-U by providing expert technical inputs.
- Represent CPHEEO in technical committees, workshops, and seminars.
- Mentor and guide junior technical officers within the organization.

Activities

- Review and analyze Detailed Project Reports (DPRs) for technical soundness and feasibility.
- Draft new sections or revise existing ones for CPHEEO manuals (e.g., on SWM, Water Supply).
- Conduct field visits to assess the technical aspects of ongoing projects.
- Prepare technical notes and presentations on emerging technologies and best practices in PHEE.

- Participate in State Level Technical Committees (SLTCs) for appraising projects.
- Respond to technical queries from states, ULBs, and other stakeholders.
- Deliver lectures and training sessions on public health engineering topics.

Behavioral

- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Collaboration - Knowledge Sharing
- Team Leadership - Mentoring

4 total

Functional

- Policy Architecture - Research & Need Analysis
- Government Program Formulation - Feasibility & Risk Assessment
- Office Management - Technical Proposal / Report writing
- Project Management - Project Evaluation & Monitoring

4 total

Domain

- Public Health Engineering - Urban Water Supply Systems
- Public Health Engineering - Sewerage and Septage Management
- Environmental Engineering - Solid Waste Management Technologies
- Technical Appraisal - Scrutiny of Detailed Project Reports (DPRs)
- Technical Standards - CPHEEO Manuals and Guidelines
- Scheme Management - Technical Support to AMRUT and SBM-U
- Policy Formulation - Development of Technical Policies and Standards
- Research & Development - Emerging Technologies in Water and Waste Sector

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Engineering

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Operations and Maintenance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course — AI Recommended - iGOT

Water and Wastewater Treatment

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course — AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Urban Flooding Challenges and Solutions

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Biological Treatment of Wastewater

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Aspects of Decentralised Wastewater Management

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 83%

Course

AI Recommended - iGOT

Sanitation Capacity Building Platform

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 81%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Sanitation Technologies

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 80%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 94%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

Financial Management - Financial Management

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 93%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

Project Management - Project Evaluation & Monitoring

Financial Management - Financial Management

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 92%

Course

AI Recommended - iGOT

Proficiency in technical and scientific writing

Functional Competencies

Office Management - Technical Proposal / Report writing

Policy Architecture - Research & Need Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 86%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 82%

Course

AI Recommended - iGOT

Generative AI in Public Policy and Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 80%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

Self-Awareness - Self-Analysis | Personal Effectiveness - Resilience | Team Leadership - Inspiring others | Team Leadership - Mentoring | Collaborative Leadership - Influencing and Negotiation | Collaborative Leadership - Conflict Management | Decision Making - Sound Judgement | Communication - Active Listening | Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement | Solution Orientation - Systems Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

Collaboration - Relationship Management | Collaborative Leadership - Conflict Management | Team Leadership - Mentoring | Team Leadership - Sharing constructive feedback | Service Orientation - Empathy | Self-Awareness - Self-Analysis

Relevancy - 81%

Director

Delhi Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the day-to-day functioning of the Delhi Division, overseeing all matters related to urban planning, land, and housing in the NCR.

- Supervise the implementation of the Master Plan for Delhi (MPD) and Zonal Development Plans (ZDPs).

- Handle proposals for change of land use, modifications to building bye-laws, and heritage conservation.

- Coordinate with various agencies like DDA, NDMC, MCD, and GNCTD on development projects and policy matters.

- Oversee matters related to the Delhi Development Authority (DDA), including its establishment, housing programs, and land disposal.

- Manage parliamentary, budgetary, and legal cases pertaining to the Delhi Division.

- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of multiple desks (DD-1 to DD-6) within the Delhi Division.
- Process and examine files related to land pooling policy, FAR, and unauthorized colonies.
- Prepare notes and proposals for the approval of senior officers on matters concerning Delhi's development.
- Organize and participate in meetings with DDA, local bodies, and other stakeholders.
- Draft responses to parliamentary questions, RTI applications, and public grievances related to Delhi.
- Monitor the progress of major infrastructure and housing projects in Delhi.
- Liaise with the legal cell for handling court cases involving DDA and land matters.

Behavioral

- Team Leadership - Mentoring
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management

4 total

Functional

- Policy Architecture - Policy implementation
- Litigation Management - Court case management
- Office Management - Office Procedures
- Grievance Redressal - Public Grievance Handling

4 total

Domain

- Urban Planning & Development - Delhi Master Plan (MPD) and Zonal Plans
- Urban Planning & Development - Land Use Planning and Building Bye-Laws
- Land Management - Delhi Development Authority (DDA) Act and Regulations
- Land Management - Land Pooling and Acquisition Policies
- Governance & Coordination - Inter-Agency Coordination in Delhi/NCR
- Legal Framework - Handling of Land and Property Litigation
- Housing & Real Estate - DDA Housing Schemes
- Heritage Management - Lutyens' Bungalow Zone (LBZ) Guidelines

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course — AI Recommended - iGOT

National Highway Land Acquisition: Compensation Awards and Legal Cases

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 86%

Course

AI Recommended - iGOT

Integrated Approaches to Peri-Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 96%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 94%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Self-Awareness - Self-Analysis
- Decision Making - Sound Judgement
- Team Leadership - Inspiring others

Relevancy - 93%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 91%

Course

AI Recommended - iGOT

Mentoring for Effective Human Resource Development

Behavioral Competencies

- Personal Effectiveness - Navigating Ambiguity

Relevancy - 89%

Course

AI Recommended - iGOT

Managing Workplace Conflict

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Collaboration - Relationship Management
- Service Orientation - Empathy

Relevancy - 85%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 84%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 83%

Director

Economic Division

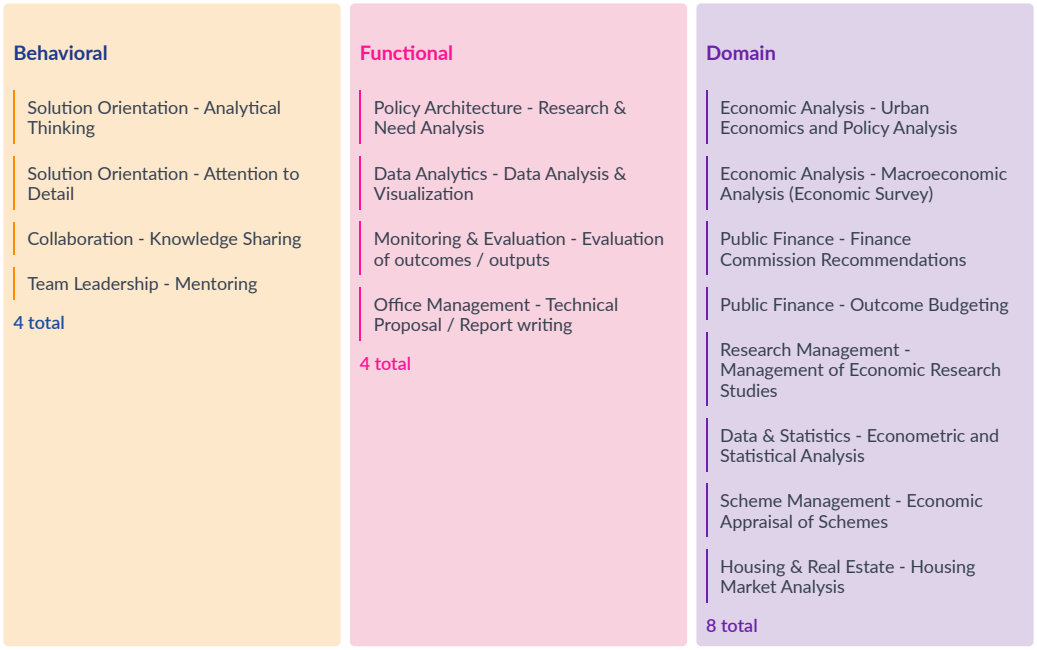
Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the day-to-day functioning of the Economic Division.
- Conduct economic analysis of urban sector policies, schemes, and projects.
- Contribute to the preparation of the Ministry's inputs for the Economic Survey and other national economic reports.
- Appraise and monitor research studies related to urban economics, finance, and governance.
- Assist the Economic Advisor in matters related to the Finance Commission and Outcome Budget.
- Supervise the collection and analysis of economic data relevant to the housing and urban affairs sector.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of Deputy Directors and other staff in the Economic Division.
- Prepare analytical notes on the economic impact of various urban development initiatives.
- Analyze trends in urban growth, housing markets, and municipal finance.
- Process proposals for research studies and manage contracts with research institutions.
- Compile data and draft chapters for the Outcome Budget and Economic Survey.
- Respond to parliamentary questions and RTI applications related to the economic aspects of the Ministry's work.
- Organize workshops and seminars on topics of urban economics.



Recommended Courses:

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 97%

Course — AI Recommended - iGOT

Public Finance under Co-operative Federalism

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 92%

Course — AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy monitoring & impact assessment

Office Management - Technical Proposal / Report writing

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 96%

Course

AI Recommended - iGOT

Proficiency in technical and scientific writing

Functional Competencies

Office Management - Technical Proposal / Report writing

Policy Architecture - Research & Need Analysis

Relevancy - 95%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

Financial Management - Financial Management

Project Management - Project Evaluation & Monitoring

Policy Architecture - Policy implementation

Relevancy - 94%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

Financial Management - Budget Formulation & Implementation

Financial Management - Expenditure Management

Financial Management - Financial Management

Policy Architecture - Policy design/ amendment

Relevancy - 93%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 87%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 85%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 84%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 83%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 80%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 94%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 93%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 92%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 87%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 83%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 82%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 81%

Director

HFA / PMAY

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage specific verticals of the Pradhan Mantri Awas Yojana (Urban) mission, namely HFA-I, HFA-II, and HFA-IV.
- Oversee the implementation of PMAY-U in the states and UTs assigned to these verticals.
- Supervise the appraisal of project proposals and the sanctioning of central assistance.
- Monitor the physical and financial progress of projects through the PMAY-U MIS and field visits.
- Ensure compliance with mission guidelines and resolve implementation bottlenecks in coordination with states.
- Handle all administrative, parliamentary, and legal matters related to the assigned verticals.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of Under Secretaries and Section Officers in HFA-I, II, and IV.
- Process files for the release of central assistance to states/UTs.
- Prepare agenda notes and action-taken reports for the Central Sanctioning and Monitoring Committee (CSMC).
- Conduct regular review meetings with State Level Nodal Agencies (SLNAs) and ULBs.
- Analyze MIS data to track the progress of housing construction, beneficiary identification, and fund utilization.
- Draft responses to parliamentary questions, audit paras, and public grievances.
- Facilitate capacity-building activities for state and city-level officials on PMAY-U guidelines.

Behavioral

- Team Leadership - Mentoring
- Outcome Orientation - Accountability
- Operational Excellence - Planning & Prioritization

Functional

- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Financial Management - Expenditure Management

Domain

- Scheme Management - Pradhan Mantri Awas Yojana (Urban) - PMAY-U Guidelines
- Scheme Management - Beneficiary Led Construction (BLC) and AHP Verticals

Collaboration - Relationship Management

4 total

Data Analytics - Data Management

4 total

Project Management - Project Appraisal and Sanctioning

Financial Management - Fund Flow Management and UC Monitoring

Digital Governance - PMAY-U Management Information System (MIS)

Governance & Coordination - State and ULB Coordination for Housing

Monitoring & Evaluation - Physical and Financial Progress Monitoring

Housing & Real Estate - Affordable Housing Technologies

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 94%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

Project Management - Project Evaluation & Monitoring

Financial Management - Financial Management

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 96%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 87%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 86%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 84%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 82%

Course

AI Recommended - iGOT

Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management

Relevancy - 80%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 80%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 80%

Course

AI Recommended - iGOT

Implementation and Change Management

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Implementation

Relevancy - 80%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 93%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 91%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Mentoring for Effective Human Resource Development

Behavioral Competencies

- Personal Effectiveness - Navigating Ambiguity

Relevancy - 85%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 80%

Director

HRIDAY

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage all residual matters of the National Heritage City Development and Augmentation Yojana (HRIDAY) scheme.
- Oversee the financial closure and settlement of accounts for all completed HRIDAY projects.
- Ensure the submission and verification of final Utilization Certificates (UCs) from implementing agencies.
- Handle any pending legal, administrative, or parliamentary matters related to the HRIDAY scheme.
- Coordinate with the National Institute of Urban Affairs (NIUA) and other partners on the documentation and dissemination of HRIDAY outcomes.
- Prepare final reports on the scheme's achievements and lessons learned.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of the HRIDAY cell/section.
- Process files for the final release of funds and the closure of project accounts.
- Liaise with states and cities to expedite the submission of pending UCs and project completion reports.
- Draft responses to audit paras, parliamentary questions, and RTI applications concerning HRIDAY.
- Compile a comprehensive repository of all project documents, case studies, and evaluation reports.
- Facilitate the transfer of completed assets to the respective Urban Local Bodies.
- Organize concluding workshops or publications to showcase the impact of the HRIDAY scheme.

Behavioral	Functional	Domain
Outcome Orientation - Accountability	Project Management - Project Evaluation & Monitoring	Scheme Management - Financial Closure of Central Schemes
Solution Orientation - Attention to Detail	Financial Management - Expenditure Management	Scheme Management - HRIDAY Scheme Guidelines

Operational Excellence - Planning & Prioritization

Collaboration - Relationship Management

4 total

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

4 total

Financial Management - Utilization Certificate (UC) and Audit Compliance

Project Management - Project Completion and Handover Procedures

Documentation - Preparation of Scheme Completion Reports

Heritage Management - Urban Heritage Conservation Projects

Governance & Coordination - Coordination with Implementing Agencies

Parliamentary Affairs - Handling Residual Parliamentary Matters

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Audit Follow Up and Parliamentary Oversight

Domain Competencies

Finance and Economy - Expenditure

Relevancy - 80%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 91%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 88%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 86%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 85%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Evaluating Investment Proposals Through Capital Budgeting Techniques

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 84%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 82%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 80%

Director

Housing Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage specific sections of the Housing Division, focusing on policy matters related to the housing sector.
- Oversee the implementation and amendment of the Real Estate (Regulation and Development) Act, 2016 (RERA).
- Drive policy initiatives for developing rental housing markets, including the promotion of the Model Tenancy Act.
- Handle matters related to emerging housing technologies and sustainable building practices.
- Coordinate with State RERA authorities, Appellate Tribunals, and the Central Advisory Council.
- Manage parliamentary, legal, and administrative work pertaining to the assigned housing sections.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of Under Secretaries and Section Officers in Housing-II and IV.
- Process proposals for amendments to the RERA Act and its associated rules.
- Organize meetings of the Central Advisory Council for RERA and follow up on its recommendations.
- Liaise with states to encourage the adoption and implementation of the Model Tenancy Act.
- Prepare policy notes and briefs on various aspects of the housing sector, such as housing finance and real estate trends.
- Draft responses to parliamentary questions, RTI applications, and court cases related to RERA and housing policy.
- Collaborate with BMTPC on the promotion of new and sustainable housing technologies.

Behavioral

- Solution Orientation - Analytical Thinking
- Team Leadership - Mentoring
- Collaboration - Relationship Management
- Operational Excellence - Process Excellence

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Litigation Management - Legal Know-How
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Housing & Real Estate - Real Estate (Regulation and Development) Act (RERA)
- Housing & Real Estate - National Housing Policy
- Housing & Real Estate - Rental Housing and Model Tenancy Act
- Housing & Real Estate - Emerging Housing Technologies
- Legislative Framework - Policy and Legislative Drafting
- Governance & Coordination - Coordination with State RERA Authorities
- Legal Framework - Handling of Real Estate Litigation
- Parliamentary Affairs - Handling Parliamentary Matters on Housing

8 total

Recommended Courses:

Course — AI Recommended - iGOT

रेरा अधिनियम का परिचय

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Ancient Indian Civilization: Rural Housing and Town Planning

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 85%

Course

AI Recommended - iGOT

उत्तर प्रदेश अपार्टमेंट अधिनियम के कानूनी प्रावधान एवं अनुप्रयोग

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Regulation of Emerging Technologies

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Litigation Management - Legal Know-How
- Data Protection - Data Use and Governance
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 86%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 94%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 89%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 87%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 84%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 83%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Director

NUDM Division

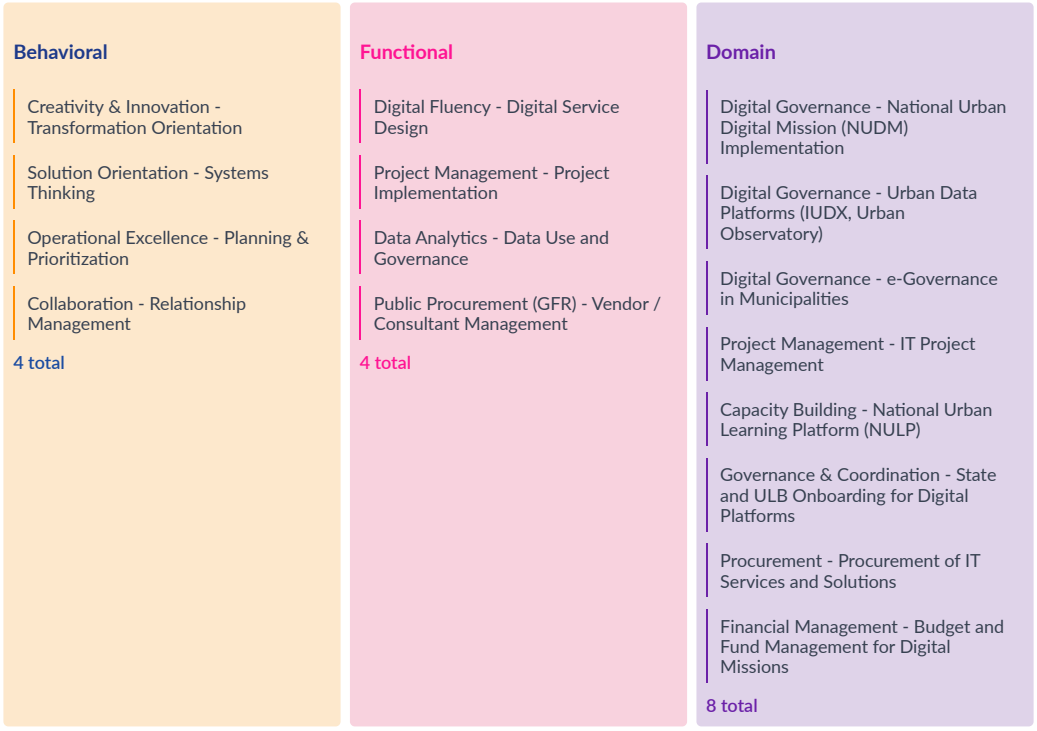
Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the day-to-day implementation of the National Urban Digital Mission (NUDM).
- Oversee the development, rollout, and adoption of NUDM's core platforms and standards.
- Coordinate with states, smart cities, and ULBs to facilitate their onboarding onto the NUDM ecosystem.
- Handle all administrative, financial, and procurement matters for the NUDM Division.
- Supervise the work of technical partners and vendors involved in developing NUDM platforms.
- Promote capacity building and awareness programs to foster digital transformation in urban governance.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of the NUDM section and its staff.
- Monitor the progress of platform development, such as NULP, IUDX, and citizen-centric services.
- Organize workshops, webinars, and training sessions for state and ULB officials on NUDM.
- Process files related to fund release, contract management, and procurement for the mission.
- Prepare progress reports, presentations, and policy briefs for the JS (NUDM).
- Liaise with MeitY and other central government agencies on digital governance standards.
- Draft responses to parliamentary questions and RTI applications related to NUDM.



Recommended Courses:

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 81%

Course

AI Recommended - iGOT

The Future of Digital Governance: New Innovations and Emerging Trends

Domain Competencies

Technology - Electronics and Information Technology

Relevancy - 80%

Course

AI Recommended - iGOT

Fundamentals of the Digital Public Infrastructure Approach

Functional Competencies

Digital Fluency - Digital Service Design

Policy Architecture - Policy implementation

Project Management - Project Planning

Data Analytics - Data Use and Governance

Relevancy - 99%

Course

AI Recommended - iGOT

Digital Transformation with Agile Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Change Management - Change Implementation

Digital Fluency - Digital Service Design

Relevancy - 99%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 98%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 98%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 98%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 96%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Designing Citizen Centric Digital Services

Functional Competencies

- Digital Fluency - Digital Service Design
- Citizen Centricity - Design Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Cloud Services for Governance

Functional Competencies

- Digital Fluency - Digital Service Design
- Digital Fluency - Emerging Technology

Relevancy - 95%

Course

AI Recommended - iGOT

Change Management in Digital Transformation Project

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Evaluation & Monitoring

Relevancy - 94%

Course

AI Recommended - iGOT

Service System Design in Government Process Reengineering

Functional Competencies

- Citizen Centricity - Design Thinking
- Digital Fluency - Digital Service Design
- Change Management - Change Implementation
- Project Management - Project Implementation

Relevancy - 93%

Course

AI Recommended - iGOT

Introduction to Big Data in Governance

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Vendor / Consultant Management
- Project Management - Project Planning

Relevancy - 89%

Course

AI Recommended - iGOT

Agile Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Change Management - Change Readiness
- Public Procurement (GFR) - Vendor / Consultant Management

Relevancy - 88%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 86%

Course

AI Recommended - iGOT

AI in Government: Transforming Public Service Delivery

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 85%

Course

AI Recommended - iGOT

API Setu: Enabling Digital Interoperability in Government

Functional Competencies

- Digital Fluency - Digital Service Design
- Digital Fluency - Emerging Technology

Relevancy - 84%

Course

AI Recommended - iGOT

AI Applications in Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Citizen Centricity - Design Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

DPI: Empowering India and the Global Digital Economy

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Digital Fluency - AI/ML tools

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 92%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 89%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Transformational Leadership

Behavioral Competencies

- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Creativity & Innovation - Transformation Orientation
- Strategic Leadership - Forward Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation

Relevancy - 85%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 81%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 80%

Director

NULM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the day-to-day implementation of the Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM).

- Oversee the various components of NULM, including Social Mobilization & Institution Development (SM&ID), Skills Training (EST&P), Self-Employment (SEP), and Shelter for Urban Homeless (SUH).

- Coordinate with states and UTs to ensure the effective rollout and achievement of mission targets.

- Supervise the appraisal of state annual action plans and the release of central funds.

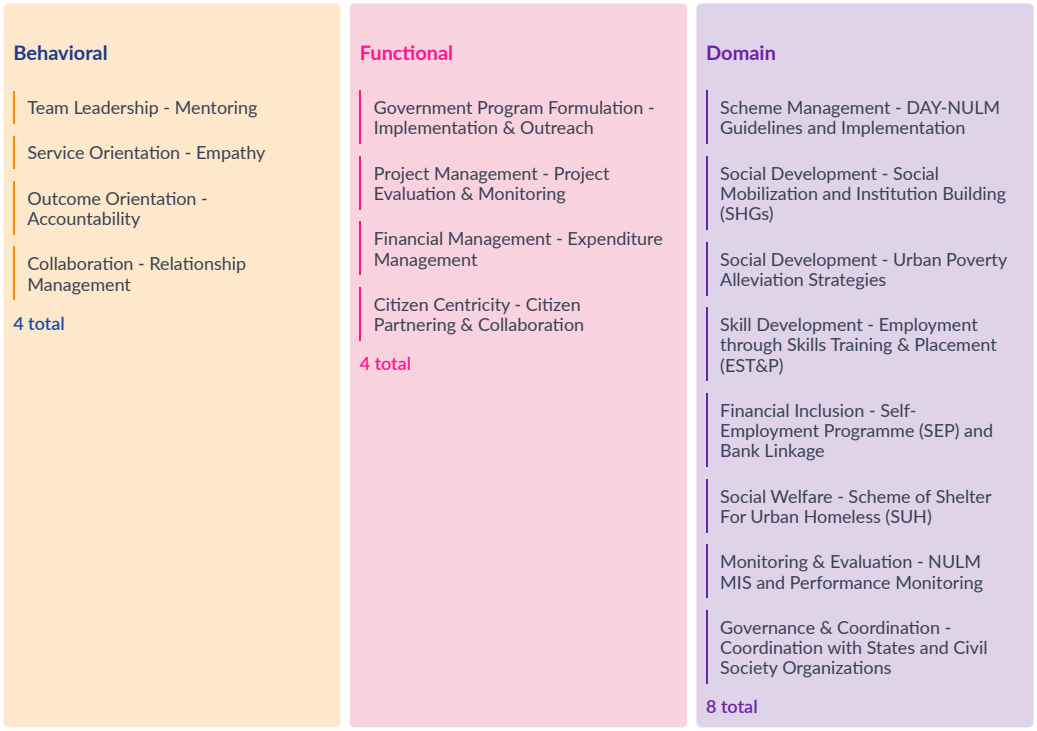
- Monitor the performance of the mission through its MIS and regular review meetings.

- Handle all administrative, financial, and parliamentary matters for the NULM Division.

- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Supervise the work of Under Secretaries and Section Officers in the NULM Division.
- Review and process proposals from states for fund release under different NULM components.
- Analyze mission data to track the formation of SHGs, number of people skilled, loans disbursed, and shelters established.
- Conduct field visits to assess the quality and impact of NULM interventions.
- Organize national and regional workshops for capacity building of state and city-level mission staff.
- Draft responses to parliamentary questions, audit paras, and public grievances related to NULM.
- Liaise with banks and financial institutions for the SEP component and with civil society organizations for SUH.



Recommended Courses:

Course — AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course — AI Recommended - iGOT

स्व-सहायता समूह गठन एवं संचालन प्रक्रिया

Domain Competencies

Welfare - Women & Child Development

Relevancy - 96%

Course

AI Recommended - iGOT

आश्रय स्थल प्रबंधन

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Mainstreaming Social Inclusion in DAY-NRLM

Domain Competencies

Rural and Agriculture - Rural Development

Relevancy - 85%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 84%

Course

AI Recommended - iGOT

Skill Development and Self-Employment through RSETI

Domain Competencies

Rural and Agriculture - Rural Development

Relevancy - 82%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 94%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 93%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 92%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Relevancy - 92%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Service Delivery Management

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Change Management - Change Implementation
- Citizen Centricity - Design Thinking
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 84%

Course

AI Recommended - iGOT

Citizen Centric Services Marketing in Government

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 83%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 80%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 91%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 90%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Equity : Competency Framework

Behavioral Competencies

- Decision Making - Sound Judgement
- Service Orientation - Empathy
- Team Leadership - Mentoring
- Communication - Active Listening

Relevancy - 80%

Director

PM SVANidhi

Behavioral: 4 total Functional: 5 total Domain: 9 total

Roles & Responsibilities

- Overseeing the implementation and monitoring of the PM SVANidhi scheme, ensuring adherence to operational guidelines.

- Coordinating with lending institutions (Banks, NBFCs, MFIs) and implementation partners like SIDBI to ensure smooth credit flow to street vendors.

- Driving initiatives for digital literacy and adoption of digital payments among beneficiaries.

- Managing the 'SVANidhi se Samriddhi' component for linking beneficiary families to other government welfare schemes.

- Formulating policy recommendations and amendments for the scheme based on implementation feedback and performance analysis.

- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

- Managing the division's budget, financial reporting, and parliamentary matters.

Activities

- Review progress reports from states and lending institutions on loan disbursement and repayment.

- Organize review meetings with SIDBI, State Nodal Agencies, and lending institutions to address implementation bottlenecks.

- Monitor the performance of the credit guarantee mechanism provided through CGTMSE.

- Analyze data on digital transactions and cashback incentives to assess the effectiveness of digital adoption strategies.

- Coordinate with line ministries for the socio-economic profiling and linkage of beneficiaries under 'SVANidhi se Samriddhi'.

- Draft policy notes, cabinet notes, and responses to parliamentary questions related to the PM SVANidhi scheme.

- Oversee the development and management of the scheme's IT portal and mobile applications.

Behavioral

- Strategic Leadership - Forward Thinking
- Collaboration - Relationship Management
- Outcome Orientation - Accountability
- Service Orientation - Empathy

4 total

Functional

- Government Program Formulation - Scheme/Program Design
- Project Management - Project Evaluation & Monitoring
- Financial Management - Budget Formulation & Implementation
- Citizen Centricity - Citizen Partnering & Collaboration
- Data Analytics - Data led Decision making

5 total

Domain

- Scheme Management - PM SVANidhi Guidelines & Implementation
- Financial Inclusion - Micro-credit & Lending Practices
- Digital Economy - Digital Payments & UPI Ecosystem
- Social Security - SVANidhi se Samriddhi & Welfare Scheme Convergence
- Stakeholder Management - Coordination with Banks, SIDBI, and States
- Financial Management - General Financial Rules (GFR) 2017
- Public Finance - Public Financial Management System (PFMS)
- Governance - Parliamentary Procedures & Committee Management

Legal Framework - Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014

9 total

Recommended Courses:

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 100%

Course

AI Recommended - iGOT

Digital Transformation: Pradhan Mantri Jan-Dhan Yojana

Domain Competencies

Finance and Economy - Financial Services

Relevancy - 96%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 90%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 99%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

Policy Architecture - Policy monitoring & impact assessment

Policy Architecture - Research & Need Analysis

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Data Analytics - Data led Decision making

Relevancy - 98%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 97%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 96%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 92%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Design Thinking for Citizen-Centric Public Policy

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Service Delivery Management

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Change Management - Change Implementation
- Citizen Centricity - Design Thinking
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Fundamentals of the Digital Public Infrastructure Approach

Functional Competencies

- Digital Fluency - Digital Service Design
- Policy Architecture - Policy implementation
- Project Management - Project Planning
- Data Analytics - Data Use and Governance

Relevancy - 84%

Course

AI Recommended - iGOT

Introduction to Big Data in Governance

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance

Relevancy - 84%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 83%

Course

AI Recommended - iGOT

Leveraging Parallel Intelligence for Smart Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Digital Fluency - AI/ML tools
- Data Analytics - Data Use and Governance

Relevancy - 83%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 82%

Course

AI Recommended - iGOT

AI Applications in Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Citizen Centricity - Design Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Generative AI in Public Policy and Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 81%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 95%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 94%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 80%

Director

SBM Division

Behavioral: 4 total Functional: 4 total Domain: 9 total

Roles & Responsibilities

- Leading the overall strategy, implementation, and monitoring of the Swachh Bharat Mission-Urban (SBM-U).

- Overseeing key mission components including sustainable sanitation (ODF+, ODF++, Water+), solid waste management (SWM), and used water management.

- Driving the agenda for making cities 'Garbage Free' through source segregation, waste processing, and remediation of legacy dumpsites.

- Managing national-level Information, Education, and Communication (IEC) campaigns and capacity-building initiatives for states and ULBs.

- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

- Overseeing the Swachh Survekshan process, the annual survey of cleanliness, hygiene, and sanitation in cities and towns.

- Managing mission finances, including fund allocation to states, monitoring utilization, and handling parliamentary affairs for the division.

Activities

- Review and approve State/UT Annual Action Plans for SBM-U.

- Monitor the progress of waste processing infrastructure development and legacy dumpsite remediation projects.

- Coordinate with CPHEEO and other technical agencies for the formulation of technical guidelines and manuals.

- Analyze data from the Swachhatam portal and Swachh Survekshan to identify trends and inform policy decisions.

- Organize national workshops, review meetings, and capacity-building sessions for state mission directors and municipal commissioners.

- Draft policy notes, cabinet proposals, and responses to parliamentary questions concerning SBM-U.

- Manage partnerships with private sector, development agencies, and civil society organizations for mission implementation.

Behavioral

- Strategic Leadership - Forward Thinking
- Outcome Orientation - Accountability
- Collaboration - Relationship Management

Functional

- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy design/ amendment

Domain

- Scheme Management - Swachh Bharat Mission (SBM-U) 2.0 Guidelines
- Waste Management - Solid Waste Management Rules, 2016
- Sanitation - Sustainable Sanitation & Used Water Management

Creativity & Innovation - Transformation Orientation

4 total

Information & Communication Management - Dissemination of Information

4 total

Environmental Science - Legacy Dumpsite Remediation Technologies

Circular Economy - Waste-to-Wealth & 3R Principles

Public Health Engineering - CPHEEO Manuals and Standards

Monitoring & Evaluation - Swachh Survekshan Framework & Methodology

Financial Management - General Financial Rules (GFR) 2017

State Coordination - Management of State & ULB Action Plans

9 total

Recommended Courses:

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to Circular Economy

Domain Competencies

Resources - Environment, Forest and Climate Change

Relevancy - 92%

Course

AI Recommended - iGOT

Circular Economy and Plastic Waste Management Regulations

Domain Competencies

Resources - Environment, Forest and Climate Change

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Policy monitoring & impact assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 90%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Innovative Marketing and Branding Approaches for Government Outreach

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration
- Information & Communication Management - Management of information on official websites

Relevancy - 85%

Course

AI Recommended - iGOT

Implementation and Change Management

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 82%

Course

AI Recommended - iGOT

Understanding Digital Marketing for Government Officers

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 80%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 88%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 88%

Course

AI Recommended - iGOT

Transformational Leadership

Behavioral Competencies

- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Creativity & Innovation - Transformation Orientation
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Enabling Social Change

Behavioral Competencies

- Self-Awareness - Purposefulness
- Service Orientation - Empathy
- Collaboration - Diversity & Inclusion
- Decision Making - Sound Judgement
- Strategic Leadership - Sustainable mindset

Relevancy - 82%

Course

AI Recommended - iGOT

Strategic Thinking in the Age of Innovation

Behavioral Competencies

Decision Making - Logical Reasoning

Decision Making - Sound Judgement

Relevancy - 80%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

Creativity & Innovation - Lateral Thinking

Creativity & Innovation - Transformation Orientation

Relevancy - 80%

Director

SCM Division

Behavioral: 4 total Functional: 4 total Domain: 9 total

Roles & Responsibilities

- Leading the implementation and monitoring of the Smart Cities Mission (SCM), guiding the development of 100 Smart Cities.

- Overseeing the progress of projects under Area-Based Development (ABD) and Pan-City solutions, including the operationalization of Integrated Command and Control Centres (ICCCs).

- Managing the financial aspects of the mission, including fund release to cities, monitoring utilization, and exploring innovative financing mechanisms.

- Facilitating inter-agency coordination and partnerships with technology providers, urban planners, and international development agencies.

- Coordination with State Governments and Smart City SPVs for scheme implementation, policy feedback, and capacity building.

- Driving capacity building, peer-to-peer learning, and knowledge management initiatives across the 100 Smart Cities.

- Handling policy matters, parliamentary affairs, and public communications related to the Smart Cities Mission.

Activities

- Review the progress of Smart City Proposals (SCPs) and individual projects against set timelines and targets.

- Monitor the functioning and impact of ICCCs on urban services like traffic management, public safety, and utility monitoring.

- Evaluate proposals for innovative projects and smart solutions submitted by cities.

- Organize apex committee meetings, workshops, and national-level conferences for knowledge sharing among city officials.

- Analyze financial statements and utilization certificates from Smart City SPVs.

- Draft responses to parliamentary questions, audit queries, and media inquiries about the mission.

- Manage digital platforms and dashboards for real-time monitoring of mission progress.

Behavioral	Functional	Domain
Strategic Leadership - Forward Thinking	Project Management - Project Planning	Scheme Management - Smart Cities Mission Guidelines & Framework
Creativity & Innovation - Transformation Orientation	Project Management - Project Evaluation & Monitoring	Urban Technology - Integrated Command & Control Centres (ICCC)
Outcome Orientation - Accountability	Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms	Urban Planning - Area-Based Development & Retrofitting
Collaboration - Relationship Management	Financial Management - Expenditure Management	Project Finance - Public-Private Partnership (PPP) Models in Urban Infrastructure

4 total

4 total

Corporate Governance - Management of Special Purpose Vehicles (SPVs)

Data Analytics - Urban Data Platforms & Smart Solutions

Financial Management - General Financial Rules (GFR) 2017

State Coordination - Liaison with State Governments & ULBs

International Cooperation - Engagement with Development Partners (WB, ADB, JICA)

9 total

Recommended Courses:

Course

AI Recommended - iGOT

Public Privare Partnerships (PPP) for Infrastructure Projects

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Smart Cities: Urban Digital Twin Applications

Domain Competencies

Technology - Science & Technology

Relevancy - 84%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 81%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Leveraging Parallel Intelligence for Smart Governance

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Data Analytics - Data led Decision making

Digital Fluency - AI/ML tools

Data Analytics - Data Use and Governance

Relevancy - 96%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 94%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 93%

Course

AI Recommended - iGOT

Understanding of Public-Private Partnership

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 93%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 90%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 89%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 88%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 88%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Fundamentals of the Digital Public Infrastructure Approach

Functional Competencies

- Digital Fluency - Digital Service Design
- Policy Architecture - Policy implementation
- Project Management - Project Planning
- Data Analytics - Data Use and Governance

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

AI Applications in Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Citizen Centricity - Design Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

AI in Government: Transforming Public Service Delivery

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 84%

Course

AI Recommended - iGOT

Microsoft Projects for the Web

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 80%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 91%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

Transformational Leadership

Behavioral Competencies

- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Creativity & Innovation - Transformation Orientation
- Strategic Leadership - Forward Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation

Relevancy - 87%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 84%

Roles & Responsibilities

- Provide strategic oversight on urban planning initiatives, including SMART-JICA projects, PM GatiShakti integration, and the establishment of Centres of Excellence.

- Supervise the formulation and review of policies, legislative matters, and deregulation initiatives related to urban planning and development.

- Guide the administration and institutional reforms of the Town and Country Planning Organisation (TCPO) to enhance its effectiveness.

- Oversee the functioning and performance of Special Purpose Vehicles (SPVs) established for urban development projects.

- Ensure timely and accurate responses to Parliamentary matters, DCNs, RTI applications, and references from PMO, MPs, and other VIPs.

- Coordinate with Zonal Councils and other inter-state bodies on matters of regional and urban planning.

- Drive the integration of digital tools and modern planning techniques, such as GIS-based master planning, into the urban development framework.

- Monitor progress and resolve bottlenecks in key urban planning projects and reform agendas to ensure timely achievement of objectives.

Activities

- Reviewing State/UT proposals for urban planning schemes and providing strategic guidance for alignment with national policies.

- Drafting and vetting policy notes, cabinet notes, and legislative amendments concerning urban planning acts and regulations.

- Chairing meetings with TCPO officials to monitor administrative reforms and capacity building initiatives.

- Analyzing performance reports of SPVs and providing directives for improving project implementation and governance.

- Preparing detailed briefs and replies for Parliamentary Questions, Standing Committees, and high-level references.

- Facilitating discussions and consensus-building on cross-state urban planning issues within Zonal Council meetings.

- Developing frameworks and guidelines for the deregulation of planning approvals to improve Ease of Doing Business.

- Liaising with international partners like JICA to monitor the progress of collaborative projects and ensure knowledge sharing.

Behavioral

- Strategic Leadership - Forward Thinking
- Solution Orientation - Systems Thinking
- Collaborative Leadership - Influencing and Negotiation
- Decision Making - Sound Judgement

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Project Management - Project Planning
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Litigation Management - Legal Know-How

4 total

Domain

- Urban Planning & Governance - Urban and Regional Planning
- Infrastructure & Connectivity - PM GatiShakti National Master Plan
- Urban Planning & Governance - Special Purpose Vehicle (SPV) Management
- International Cooperation - Bilateral/Multilateral Project Management (JICA, World Bank, ADB)
- Legal & Regulatory Frameworks - Urban Policy & Legislative Drafting
- Urban Planning & Governance - Regulatory Reforms & Deregulation
- Digital Governance - GIS-based Master Planning
- Urban Planning & Governance - Transit-Oriented Development (TOD)

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Geographic Information System based Master Plan for Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Understanding and Application of Urban Planning

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Use Cases of PM GatiShakti National Master Plan

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 99%

Course

AI Recommended - iGOT

Understanding Transit-Oriented Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Integrated Approaches to Peri-Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course

AI Recommended - iGOT

Climate and Disaster Resilient Cities Preparedness

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Understanding Urban Transport Planning and Capacity Building

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

AI led Digital Transformation in Urban Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Infrastructure Financing

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

PM Gati Shakti: Project Life Cycle and Algorithms

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 88%

Course

AI Recommended - iGOT

PM Gati Shakti: Economic and Social Development Use Cases

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 87%

Course

AI Recommended - iGOT

Metro Rail Policy 2017

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 84%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 80%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Formulation of Public Policies

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Research & Need Analysis

Relevancy - 97%

Course

AI Recommended - iGOT

Project Management and Governance for Public Infrastructure

Functional Competencies

Project Management - Project Evaluation & Monitoring

Project Management - Project Planning

Relevancy - 96%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

PM Gati Shakti: Understanding the Portal and Tools

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Project Management - Project Planning

Relevancy - 94%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 91%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 89%

Course

AI Recommended - iGOT

Enhancing Public Services Through Design Thinking

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 89%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 88%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 87%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 86%

Course

AI Recommended - iGOT

Handling CAT Cases

Functional Competencies

- Litigation Management - Legal Know-How

Relevancy - 86%

Course

AI Recommended - iGOT

Parliament at Work

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 85%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 84%

Course

AI Recommended - iGOT

Risk Management in Infrastructure Projects

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 83%

Course

AI Recommended - iGOT

Data Governance and Compliance: IT Act 2000 and DPDP Act 2023

Functional Competencies

- Data Analytics - Data Use and Governance
- Litigation Management - Legal Know-How

Relevancy - 82%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 81%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 80%

Course

AI Recommended - iGOT

Introduction to Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 80%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 95%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 94%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 93%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 92%

Course

AI Recommended - iGOT

Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Foundations of Effective Decision-Making in Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 86%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 85%

Course

AI Recommended - iGOT

Conflict Resolution and Negotiation

Behavioral Competencies

Collaborative Leadership - Conflict Management

Collaborative Leadership - Influencing and Negotiation

Relevancy - 84%

Course

AI Recommended - iGOT

Negotiation

Behavioral Competencies

Collaborative Leadership - Influencing and Negotiation

Collaborative Leadership - Conflict Management

Decision Making - Sound Judgement

Relevancy - 83%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

Self-Awareness - Self-Analysis

Personal Effectiveness - Resilience

Team Leadership - Inspiring others

Team Leadership - Mentoring

Collaborative Leadership - Influencing and Negotiation

Collaborative Leadership - Conflict Management

Decision Making - Sound Judgement

Communication - Active Listening

Collaboration - Relationship Management

Relevancy - 82%

Director

UT Division

Behavioral: 4 total Functional: 4 total Domain: 9 total

Roles & Responsibilities

- Overseeing policy matters related to urban transport, including Metro Rail, RRTS, and other mass transit systems.
- Managing the appraisal process for new Metro Rail and other public transport project proposals from State Governments.
- Coordinating the implementation of the National Urban Transport Policy (NUTP) and schemes like PM-eBus Sewa.
- Handling legislative matters, including amendments to the Metro Railways Acts and fare fixation policies.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building on urban mobility.
- Facilitating the adoption of the National Common Mobility Card (NCMC) for seamless travel across various transport modes.
- Managing international cooperation, parliamentary affairs, and budget for the Urban Transport division.

Activities

- Examine and process Detailed Project Reports (DPRs) for new Metro Rail projects for approval by competent authorities.
- Coordinate with the Ministry of Finance and NITI Aayog for financial appraisal of transport projects.
- Monitor the progress of ongoing Metro Rail projects and the PM-eBus Sewa scheme.

- Organize meetings of the Central Sanctioning and Monitoring Committee for bus funding schemes.
- Draft policy guidelines on Transit-Oriented Development (TOD), last-mile connectivity, and non-motorized transport.
- Prepare briefs and responses for parliamentary questions, standing committees, and other high-level meetings.
- Engage with international agencies like JICA, ADB, and World Bank for funding and technical assistance for urban transport projects.

Behavioral

- Strategic Leadership - Forward Thinking
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management
- Decision Making - Sound Judgement

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Feasibility & Risk Assessment
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Contract Management

4 total

Domain

- Urban Transport Policy - National Urban Transport Policy (NUTP)
- Mass Transit Systems - Metro Rail Policy & Project Appraisal
- Mass Transit Systems - Regional Rapid Transit System (RRTS) Planning
- E-Mobility - PM-eBus Sewa Scheme Implementation
- Urban Planning - Transit-Oriented Development (TOD) Policy
- Digital Governance - National Common Mobility Card (NCMC) Ecosystem
- Project Finance - Appraisal of Detailed Project Reports (DPRs)
- Legal Framework - Metro Railways (Construction of Works) Act & (O&M) Act
- State Coordination - Liaison with State Transport Departments & Metro Corporations

9 total

Recommended Courses:

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Ticketing System in Metro Railways

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Metro Rail Services in India

Domain Competencies

Infrastructure - Railways

Relevancy - 90%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 96%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy monitoring & impact assessment

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 93%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 92%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 88%

Course

AI Recommended - iGOT

Understanding of Public-Private Partnership

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 87%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 86%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 92%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 91%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 90%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 89%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 87%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 85%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 84%

Course

AI Recommended - iGOT

Sustainable Organizations: Making Profit with Purpose

Behavioral Competencies

- Strategic Leadership - Sustainable mindset
- Operational Excellence - Continuous Improvement
- Solution Orientation - Systems Thinking
- Outcome Orientation - Goal Setting

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 80%

Director

Vigilance Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Serving as the Chief Vigilance Officer (CVO) for the Ministry, overseeing all vigilance and anti-corruption matters.
- Managing the processing of vigilance cases, disciplinary proceedings, and appeals for all categories of officers and staff.
- Coordinating with the Central Vigilance Commission (CVC), Central Bureau of Investigation (CBI), and other investigative agencies.
- Granting vigilance clearance for promotions, deputations, foreign assignments, and post-retirement appointments.
- Implementing preventive vigilance measures, including regular inspections, system improvements, and sensitization of officials.
- Organizing Vigilance Awareness Week and other training programs to promote integrity and ethics in the workplace.
- Coordination with State Governments for sharing best practices in vigilance and anti-corruption.

Activities

- Review investigation reports and recommend appropriate action in vigilance complaints.
- Process cases for obtaining first and second stage advice from the CVC.
- Draft charge sheets, appointment orders for Inquiry Officers (IO) and Presenting Officers (PO), and final orders in disciplinary cases.
- Maintain and update the list of Officers of Doubtful Integrity (ODI).
- Scrutinize Annual Property Returns (APRs) of senior officers.
- Prepare monthly and quarterly vigilance reports for submission to CVC and other authorities.

- Handle court cases and RTI applications related to vigilance matters.

Behavioral

- Solution Orientation - Attention to Detail
- Solution Orientation - Analytical Thinking
- Decision Making - Sound Judgement
- Outcome Orientation - Accountability

4 total

Functional

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Preventive Vigilance
- Litigation Management - Court case management

4 total

Domain

- Vigilance Administration - Central Civil Services (CCA) Rules, 1965
- Vigilance Administration - CVC Act, Manuals, and Guidelines
- Legal Framework - Prevention of Corruption Act, 1988
- Investigation - Disciplinary Inquiry Procedures
- Administration - Central Civil Services (Conduct) Rules, 1964
- Coordination - Liaison with CVC, CBI, and DoPT
- Record Management - Maintenance of Vigilance Records & Reports
- Governance - Ethics and Integrity in Public Service

8 total

Recommended Courses:

Course — AI Recommended - iGOT

PREVENTIVE VIGILANCE

Functional Competencies

- Vigilance Administration - Preventive Vigilance
- Vigilance Administration - Conduct Rules

Relevancy - 100%

Course — AI Recommended - iGOT

Vigilance Clearance

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Provisions on Suspension
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Handling prosecution cases

Relevancy - 100%

Course — AI Recommended - iGOT

Preventive Vigilance

Functional Competencies

- Vigilance Administration - Preventive Vigilance
- Vigilance Administration - Conduct Rules

Relevancy - 98%

Course — AI Recommended - iGOT

Vigilance Angle

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Preventive Vigilance

Relevancy - 97%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Departmental Inquiry Procedure

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings

Relevancy - 94%

Course

AI Recommended - iGOT

Chargesheet under CCS(CCA) Rules 1965

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Litigation Management - Legal Know-How

Relevancy - 94%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 93%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules

Relevancy - 92%

Course

AI Recommended - iGOT

Evaluation of Evidence

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How

Relevancy - 92%

Course

AI Recommended - iGOT

Conduct of Inquiry in Disciplinary Matters

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Establishment & HR - Handling Establishment Matters

Relevancy - 91%

Course

AI Recommended - iGOT

Action Consequent Upon Conviction

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules
- Litigation Management - Legal Know-How
- Litigation Management - Court case management

Relevancy - 90%

Course

AI Recommended - iGOT

Suspension Procedures for AIS Officers

Functional Competencies

Vigilance Administration - Provisions on Suspension

Relevancy - 82%

Course

AI Recommended - iGOT

AIS Discipline and Appeal Rules 1969 Part I Overview and Suspension

Functional Competencies

Vigilance Administration - Provisions on Suspension

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

Decision Making - Sound Judgement

Self-Awareness - Purposefulness

Outcome Orientation - Accountability

Strategic Leadership - Forward Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

Decision Making - Sound Judgement

Decision Making - Logical Reasoning

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Communication - Presentation Skills

Relevancy - 85%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

Decision Making - Logical Reasoning

Decision Making - Sound Judgement

Solution Orientation - Analytical Thinking

Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Human Decision Making and its Biases

Behavioral Competencies

Decision Making - Sound Judgement

Decision Making - Logical Reasoning

Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Critical Thinking

Behavioral Competencies

Decision Making - Logical Reasoning

Decision Making - Sound Judgement

Solution Orientation - Analytical Thinking

Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

The Values, Ethos and Spirit of Public Service

Behavioral Competencies

- Service Orientation - Service Excellence (wrt citizens)
- Outcome Orientation - Accountability
- Self-Awareness - Purposefulness
- Decision Making - Sound Judgement

Relevancy - 82%

Course

AI Recommended - iGOT

Indic Reasoning for Modern Governance

Behavioral Competencies

- Collaboration - Knowledge Sharing
- Decision Making - Logical Reasoning

Relevancy - 80%

Director

Works Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Managing administrative and establishment matters of the Central Public Works Department (CPWD).
- Overseeing the framing and amendment of recruitment rules for various cadres within CPWD.
- Handling matters related to cadre review, restructuring, and creation/continuation of posts in CPWD.
- Coordinating with the Union Public Service Commission (UPSC) for appointments, promotions, and disciplinary matters of Group 'A' officers.
- Managing the administration of the General Pool Residential Accommodation (GPRA) and General Pool Office Accommodation (GPOA) policies.
- Coordination with State Governments and their PWDs for deputation, technical collaboration, and capacity building.
- Handling parliamentary affairs, court cases, and grievances related to CPWD and works matters.

Activities

- Process proposals for cadre review and restructuring of CPWD services.
- Prepare agenda and briefs for Departmental Promotion Committee (DPC) meetings.
- Examine and process proposals for amendments to GPRA rules and office space norms.
- Draft responses to parliamentary questions and assurances related to CPWD's functioning and projects.
- Coordinate the empanelment of consultants and architects for CPWD projects.
- Handle appeals and representations from CPWD officers regarding service matters.
- Monitor the implementation of e-governance initiatives within CPWD, such as e-NIRMIT.

Behavioral	Functional	Domain
Operational Excellence - Planning & Prioritization	Establishment & HR - Handling Establishment Matters	Public Works Administration - CPWD Works Manual & Procedures
Outcome Orientation - Accountability	Establishment & HR - Handling Fundamental Rules /Supplementary Rules	Human Resource Management - Cadre Management & Recruitment Rules
Solution Orientation - Attention to Detail	Office Management - Office Procedures	Estate Management - General Pool Residential/Office Accommodation

Collaboration - Relationship Management

4 total

Litigation Management - Court case management

4 total

(GPRA/GPOA) Rules

Coordination - Liaison with UPSC and DoPT

Legal Framework - Service Law & Administrative Tribunals

Governance - Parliamentary Procedures

Financial Management - General Financial Rules (GFR) 2017

Contract Management - Arbitration and Contract Law

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Appeals and Dispute Resolution under the Customs Act

Domain Competencies

Finance and Economy - Revenue

Relevancy - 99%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 97%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Vigilance Administration - Conduct Rules

Relevancy - 95%

Course

AI Recommended - iGOT

Departmental Promotion Committee and its Functions

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 95%

Course

AI Recommended - iGOT

Transfer and Posting

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 94%

Course

AI Recommended - iGOT

Appeal Revision and Review

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How
- Establishment & HR - Handling Establishment Matters

Relevancy - 93%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Understanding the Service Book

Functional Competencies

- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Establishment & HR - Handling Establishment Matters

Relevancy - 87%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 93%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 86%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 85%

Principal Staff Officer

Personal Section / Office of the Senior Officer

Behavioral: 5 total Functional: 5 total Domain: 9 total

Roles & Responsibilities

- Manage the personal section and provide high-level executive and administrative support to the senior officer.
- Prepare executive summaries and briefings on critical files, parliamentary matters, and important issues to facilitate informed decision-making.
- Coordinate and manage the officer's schedule, including meetings, conferences, appointments, and public engagements.
- Facilitate national and international liaison, networking, and coordination with Parliament, Ministries, State Governments, and other stakeholders.
- Oversee all logistical and procedural arrangements for the officer's domestic and international tours.
- Ensure the security, confidentiality, and proper handling of all personal and official information and documents.
- Manage office operations efficiently, including supervising personal staff and facilitating grievance handling.
- Stay abreast of the Ministry's vision, missions, key performance areas, and flagship programs to provide contextually relevant support.

Activities

- Drafting concise executive summaries and notes on important files and policy matters.
- Compiling briefing materials on Starred/Unstarred Parliament Questions and other legislative business.
- Maintaining and updating the officer's engagement diary and meticulously planning the daily schedule.
- Handling and screening high-level correspondence, emails, and telephone calls.
- Processing tour proposals, arranging travel and accommodation logistics, and managing post-tour settlements as per government norms.
- Screening visitors, managing appointments, and facilitating meetings and conferences.
- Supervising the staff within the personal section, allocating work, and ensuring smooth workflow.
- Implementing and maintaining strict protocols for the security of sensitive documents and confidential information.

Behavioral	Functional	Domain

- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Solution Orientation - Attention to Detail
- Outcome Orientation - Accountability
- Communication - Verbal & Non-Verbal Fluency

5 total

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Grievance Redressal - Public Grievance Handling
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

5 total

- Ministry Vision and Mission - MoHUA Strategic Objectives and Key Programs
- Flagship Mission Governance - Overview of SBM-U & AMRUT Missions
- Flagship Mission Governance - Overview of PMAY-U & Smart Cities Mission
- Flagship Mission Governance - Overview of DAY-NULM & PM SVANidhi Schemes
- Parliamentary & Cabinet Procedures - Handling of Parliamentary Questions and Assurances
- Protocol and Liaison - National & International Visitor Protocol Management
- Information Security & Confidentiality - Management of Sensitive and Confidential Government Information
- Tour and Travel Management - Rules and Procedures for Official Tours (Domestic & Foreign)
- Office Administration - Personal Staff and Section Management

9 total

Recommended Courses:

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Level-II CSSS Course to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Administration Matters - Handling Leave and Travel
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 96%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Guidelines for Processing Foreign Visits of Government Officers

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 92%

Course

AI Recommended - iGOT

Information Security Basics

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Digital Fluency - AI/ML tools
- Digital Fluency - Emerging Technology
- Data Analytics - Data Use and Governance
- Data Analytics - Data Management
- Information & Communication Management - Dissemination of Information

Relevancy - 90%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 89%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

ChatGPT and Generative AI Tools for Government Officials

Functional Competencies

- Digital Fluency - AI/ML tools
- Information & Communication Management - Dissemination of Information

Relevancy - 87%

Course

AI Recommended - iGOT

Gov.in Secure Intranet

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Office Management - E-Office

Relevancy - 84%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

Outcome Orientation - Commitment to Quality

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Decision Making - Logical Reasoning

Relevancy - 92%

Course

AI Recommended - iGOT

STRESS MANAGEMENT

Behavioral Competencies

Personal Effectiveness - Stress Management

Personal Effectiveness - Resilience

Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self Confidence

Self-Awareness - Purposefulness

Outcome Orientation - Accountability

Outcome Orientation - Initiative and Drive

Operational Excellence - Planning & Prioritization

Operational Excellence - Continuous Improvement

Personal Effectiveness - Resilience

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 86%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 83%

Course

AI Recommended - iGOT

Anger Management

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Self-Awareness - Self-Analysis
- Communication - Verbal & Non-Verbal Fluency
- Collaborative Leadership - Conflict Management
- Solution Orientation - Analytical Thinking

Relevancy - 80%

Course

AI Recommended - iGOT

Ways of Enhancing Presentation Skills

Behavioral Competencies

- Communication - Presentation Skills
- Communication - Verbal & Non-Verbal Fluency
- Communication - Active Listening
- Self-Awareness - Self Confidence
- Personal Effectiveness - Stress Management

Relevancy - 80%

निदेशक (राजभाषा)

Official Language Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Ensuring the implementation of the Official Language Act and policies of the Government of India within the Ministry and its attached/subordinate offices.
- Overseeing the translation of official documents, reports, and parliamentary papers from English to Hindi and vice-versa.
- Organizing Hindi workshops, seminars, and training programs for officers and staff to promote the use of Hindi in official work.
- Managing the work of the Hindi Salahkar Samiti and overseeing the implementation of its recommendations.
- Monitoring the progress of the use of Hindi in various divisions and offices of the Ministry and preparing periodic progress reports.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Review and vet translated documents for accuracy and appropriateness.
- Prepare the agenda and minutes for meetings of the Hindi Salahkar Samiti.
- Develop the annual program for Hindi training and promotional activities.
- Conduct inspections of various sections and subordinate offices to assess the implementation of the official language policy.
- Draft responses to parliamentary questions and committee queries related to the official language.
- Manage the procurement of Hindi software, dictionaries, and other resources.
- Supervise the work of translation officers and other staff in the division.

Behavioral	Functional	Domain
Outcome Orientation - Accountability	Administration Matters - Implementing Official Language	Official Language Policy - Official Languages Act, 1963 & Rules
Operational Excellence - Planning & Prioritization	Office Management - Office Procedures	Official Language Policy - Presidential Orders on Official Language
Communication - Verbal & Non-Verbal Fluency	Financial Management - Budget Formulation & Implementation	Translation & Linguistics - Technical & Administrative Terminology

Team Leadership - Mentoring

4 total

Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Capacity Building - Hindi Training & Workshops Management

Governance - Parliamentary Procedures

Administration - Central Secretariat Manual of Office Procedures (CSMOP)

IT & Tools - Use of Hindi Computing Tools (Unicode, E-Tools)

Monitoring & Evaluation - Implementation Review of Official Language Policy

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

अनुवाद: सिद्धांत और प्रक्रिया एवं व्यवहार

Functional Competencies

Administration Matters - Implementing Official Language

Relevancy - 100%

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

Administration Matters - Implementing Official Language

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

राजभाषा हिंदी

Functional Competencies

Administration Matters - Implementing Official Language

Office Management - Noting & Drafting of official Communications

Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 85%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 80%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 80%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 80%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 80%

Deputy Secretary

Administrative Division

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Managing day-to-day administrative and establishment matters of the Ministry.
- Supervising sections dealing with personnel management, including appointments, promotions, transfers, and postings of staff.
- Handling disciplinary cases, grievances, and appeals of ministry employees in accordance with CCS rules.
- Overseeing office management, including space allocation, procurement of office supplies, and maintenance of infrastructure.
- Ensuring compliance with government policies on reservation, welfare, and other HR matters.
- Coordinating with various divisions for administrative support and resource allocation.

Activities

- Review and process files related to service matters of CSS, CSCS, and other cadres.
- Supervise the timely disposal of RTI applications and public grievances related to administration.
- Prepare proposals for DPCs (Departmental Promotion Committees) and manage the process.
- Oversee the maintenance of service books and other establishment records.
- Manage contracts for housekeeping, security, and other office services.
- Draft replies to audit paras and parliamentary questions concerning the administrative division.
- Facilitate the implementation of e-Office and other digital governance tools within the administration.

Behavioral

- Operational Excellence - Planning & Prioritization
- Collaborative Leadership - Conflict Management
- Solution Orientation - Attention to Detail
- Outcome Orientation - Accountability

4 total

Functional

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Office Management - Office Procedures
- Vigilance Administration - Conduct Rules
- Grievance Redressal - Public Grievance Handling

5 total

Domain

- Administration - Central Civil Services (Conduct) Rules, 1964
- Administration - Central Civil Services (CCA) Rules, 1965
- Human Resource Management - Service Rules & Cadre Management
- Financial Management - General Financial Rules (GFR) 2017
- Legal Framework - Right to Information (RTI) Act, 2005
- Office Management - Central Secretariat Manual of Office Procedures (CSMOP)
- Procurement - Procurement through Government e-Marketplace (GeM)
- Digital Governance - e-Office Management

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 98%

Course

AI Recommended - iGOT

Matters relating to Pay Module

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Administration Matters - Handling Allowances & Reimbursement

Relevancy - 96%

Course

AI Recommended - iGOT

UNDERSTANDING OF RECRUITMENT PROCEDURE

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Office Management - Office Procedures
- Vigilance Administration - Conduct Rules

Relevancy - 94%

Course

AI Recommended - iGOT

Conduct of Inquiry in Disciplinary Matters

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Establishment & HR - Handling Establishment Matters

Relevancy - 91%

Course

AI Recommended - iGOT

Transfer and Posting

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 89%

Course

AI Recommended - iGOT

Vigilance Clearance

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Provisions on Suspension
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Handling prosecution cases

Relevancy - 89%

Course

AI Recommended - iGOT

Departmental Promotion Committee and its Functions

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 88%

Course

AI Recommended - iGOT

PREVENTIVE VIGILANCE

Functional Competencies

- Vigilance Administration - Preventive Vigilance
- Vigilance Administration - Conduct Rules

Relevancy - 87%

Course

AI Recommended - iGOT

Chargesheet under CCS(CCA) Rules 1965

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Litigation Management - Legal Know-How

Relevancy - 86%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules

Relevancy - 85%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 81%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 80%

Course

AI Recommended - iGOT

Managing Workplace Conflict

Behavioral Competencies

Collaborative Leadership - Conflict Management

Communication - Active Listening

Collaboration - Relationship Management

Service Orientation - Empathy

Relevancy - 80%

Deputy Secretary

AMRUT Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Managing specific components or geographic regions under the Atal Mission for Rejuvenation and Urban Transformation (AMRUT).
- Supervising the appraisal of State Water Action Plans (SWAPs) and City Water Balance Plans (CWBPs).
- Monitoring the implementation of projects related to water supply, sewerage, septage management, and urban rejuvenation.
- Coordinating with states and ULBs to ensure timely project execution and achievement of mission outcomes.
- Handling financial matters, including the processing of fund releases to states and monitoring expenditure.
- Assisting the Director/JS in policy formulation, parliamentary affairs, and overall mission management.

Activities

- Examine and process project proposals submitted by states for funding under AMRUT.
- Track physical and financial progress of projects through the mission's MIS portal.
- Prepare briefs and notes for review meetings chaired by senior officers.
- Coordinate with the State Level Technical Committee (SLTC) for technical appraisal of DPRs.
- Draft responses to parliamentary questions, RTI applications, and public grievances related to AMRUT.
- Monitor the implementation of mission reforms, such as energy and water audits in ULBs.
- Facilitate capacity-building programs for state and city officials involved in the mission.

Behavioral

- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Project Management - Project Evaluation & Monitoring
- Project Management - Project Implementation
- Financial Management - Expenditure Management
- Data Analytics - Data Analysis & Visualization

4 total

Domain

- Scheme Management - AMRUT 2.0 Guidelines & Implementation
- Urban Infrastructure - Water Supply & Sewerage Systems
- Project Appraisal - Evaluation of State/City Water Action Plans
- Water Resource Management - Circular Economy of Water & Rejuvenation of Water Bodies
- Financial Management - Public Financial Management System (PFMS)
- Monitoring & Evaluation - Pey Jal Survekshan & Outcome-based Monitoring
- State Coordination - Liaison with State Mission Directorates & ULBs
- Governance - Parliamentary Procedures

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Operations and Maintenance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Engineering

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management

Relevancy - 90%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 80%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 80%

Deputy Secretary

Budget Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Managing the formulation and consolidation of the Ministry's annual budget, including Detailed Demands for Grants.
- Overseeing the preparation of the Outcome Budget and monitoring performance against set targets.
- Coordinating with all divisions and attached/subordinate offices for budget estimation and expenditure planning.
- Handling all matters related to parliamentary financial committees, including the Public Accounts Committee (PAC) and Estimates Committee.
- Monitoring the progress of expenditure across all schemes and ensuring compliance with budgetary controls.
- Liaising with the Ministry of Finance for budget allocation, re-appropriation, and supplementary grants.

Activities

- Consolidate budget proposals received from various divisions into the Ministry's overall budget.
- Prepare notes and briefs for pre-budget meetings with the Ministry of Finance.
- Monitor monthly and quarterly expenditure reports to identify savings or excess spending.
- Draft Action Taken Notes (ATNs) on the recommendations of the PAC and other parliamentary committees.

- Process proposals for re-appropriation of funds between different budget heads.

- Manage the compilation and presentation of the Ministry's Outcome Budget document.

- Provide guidance to divisions on budgetary procedures and financial rules.

Behavioral

- Solution Orientation - Attention to Detail
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Accountability

4 total

Functional

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Public Finance - Budget Formulation & Process
- Financial Management - General Financial Rules (GFR) 2017
- Performance Management - Outcome Budgeting Framework
- Parliamentary Affairs - Management of Public Accounts Committee (PAC) Paras
- Accounting - Government Accounting Rules & Standards
- Coordination - Liaison with Ministry of Finance
- Public Finance - Public Financial Management System (PFMS)
- Audit - Responding to C&AG Audit Observations

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Inclusive Public Finance: Gender Responsive Budgeting

Functional Competencies

- Financial Management - Government accounts

Relevancy - 94%

Course — AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 92%

Course — AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 91%

Course — AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Policy Architecture - Policy design/ amendment

Relevancy - 86%

Course

AI Recommended - iGOT

Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 84%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 83%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 82%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Deputy Secretary

CBUD Division & Mission Karmayogi

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Managing the operations of the Ministry's Capacity Building Unit (CBUD).
- Coordinating the formulation and implementation of the Annual Capacity Building Plan (ACBP) for MoHUA.
- Driving the adoption and implementation of Mission Karmayogi principles and initiatives within the Ministry.
- Liaising with the Capacity Building Commission (CBC) and DoPT on all matters related to competency-based capacity building.
- Overseeing the identification of competency gaps and the design of appropriate training interventions (online, offline, blended).
- Monitoring the utilization of the iGOT Karmayogi platform and promoting a culture of continuous learning among officials.

Activities

- Conduct Training Needs Analysis (TNA) in consultation with various divisions.
- Prepare the draft ACBP for submission to the CBC.
- Organize workshops and sensitization programs on Mission Karmayogi and FRACs.
- Track the progress of officials in completing courses on the iGOT platform.
- Coordinate with training institutions like NIUA and HSMI for designing and delivering domain-specific training programs.
- Prepare progress reports on ACBP implementation for review by senior management and the CBC.
- Manage the budget and administrative functions of the CBUD cell.

Behavioral

- Strategic Leadership - Forward Thinking
- Operational Excellence - Planning & Prioritization

Functional

- Policy Architecture - Research & Need Analysis
- Government Program Formulation - Scheme/Program Design

Domain

- Capacity Building - Mission Karmayogi Framework
- Capacity Building - Annual Capacity Building Plan (ACBP) Formulation

Collaboration - Relationship Management

Self-Awareness - Self-Learning

4 total

Monitoring & Evaluation - Creation of M&E Framework

Change Management - Change Readiness

4 total

Competency Framework - FRAC (Framework of Roles, Activities, and Competencies) Mapping

Training Management - Training Needs Analysis (TNA)

Digital Learning - iGOT Karmayogi Platform Management

Coordination - Liaison with Capacity Building Commission (CBC)

Human Resource Development - Modern Pedagogy & Training Evaluation

Urban Governance - Knowledge of MoHUA's Missions and Functions

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Introduction to Karmayogi Competency Model (KCM)

Domain Competencies

Governance - Personnel and Training

Relevancy - 100%

Course

AI Recommended - iGOT

Accreditation of Civil Service Training Institutes

Domain Competencies

Governance - Personnel and Training

Relevancy - 95%

Course

AI Recommended - iGOT

Understanding Mission Karmayogi

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 100%

Course

AI Recommended - iGOT

Mission Karmayogi Guidelines

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 100%

Course

AI Recommended - iGOT

Impact Assessment of Training Programmes

Functional Competencies

Monitoring & Evaluation - Evaluation of outcomes / outputs

Monitoring & Evaluation - Creation of M&E Framework

Policy Architecture - Policy monitoring & impact assessment

Relevancy - 99%

Course

AI Recommended - iGOT

Organisational Change Management-Advanced

Functional Competencies

Change Management - Change Readiness

Change Management - Change Implementation

Change Management - Change Impact Assessment

Relevancy - 98%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 98%

Course

AI Recommended - iGOT

Faculty Development Programme

Functional Competencies

- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Organisational Change Management-Fundamentals

Functional Competencies

- Change Management - Change Readiness
- Change Management - Change Implementation
- Change Management - Change Impact Assessment

Relevancy - 97%

Course

AI Recommended - iGOT

Implementation and Change Management

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Implementation

Relevancy - 96%

Course

AI Recommended - iGOT

Change Management in Digital Transformation

Functional Competencies

- Change Management - Change Readiness
- Change Management - Change Implementation
- Change Management - Change Impact Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 94%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 91%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 88%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

Foundations of Public Policy and Policy Analysis

Functional Competencies

- Policy Architecture - Policy design/ amendment

Relevancy - 87%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 86%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 85%

Course

AI Recommended - iGOT

Enhancing Public Services Through Design Thinking

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 85%

Course

AI Recommended - iGOT

Design Thinking for Citizen-Centric Public Policy

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation

Relevancy - 84%

Course

AI Recommended - iGOT

Service System Design in Government Process Reengineering

Functional Competencies

- Citizen Centricity - Design Thinking
- Digital Fluency - Digital Service Design
- Change Management - Change Implementation
- Project Management - Project Implementation

Relevancy - 83%

Course

AI Recommended - iGOT

Driving Successful Technology Adoption in the Public Sector

Functional Competencies

- Change Management - Change Readiness
- Change Management - Change Implementation
- Change Management - Change Impact Assessment

Relevancy - 82%

Course

AI Recommended - iGOT

Change Management in Digital Transformation Project

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Evaluation & Monitoring

Relevancy - 81%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 80%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 80%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 95%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 93%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 91%

Course

AI Recommended - iGOT

Designing Impactful Learning for Adults

Behavioral Competencies

- Collaboration - Knowledge Sharing
- Self-Awareness - Self-Learning

Relevancy - 90%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 90%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 89%

Course

AI Recommended - iGOT

Leading with Clarity: Svadharma in Public Service

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Purposefulness
- Self-Awareness - Self-Learning
- Personal Effectiveness - Resilience

Relevancy - 86%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 83%

Deputy Adviser

CPHEEO

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Providing technical advice and support on matters related to Public Health Engineering (PHE), including urban water supply, sanitation, and solid waste management.

- Assisting in the technical appraisal of schemes and projects submitted by states under missions like AMRUT and SBM-U.

- Contributing to the preparation and revision of technical manuals, standards, and guidelines issued by CPHEEO.

- Analyzing technical data and preparing reports on the status of water and sanitation infrastructure in the country.

- Coordinating with technical experts, research institutions, and international agencies on PHE matters.

- Supporting the organization of training programs and workshops for engineers and officials from states and ULBs.

Activities

- Scrutinize Detailed Project Reports (DPRs) for technical feasibility and compliance with CPHEEO norms.

- Collect and analyze data on water quality, service level benchmarks, and waste management practices.

- Draft technical notes, comments, and recommendations on project proposals.

- Assist in the preparation of presentations and technical papers for conferences and meetings.

- Review new technologies and innovations in the water and sanitation sector.

- Provide technical inputs for responses to parliamentary questions and audit queries.

- Liaise with State Public Health Engineering Departments (PHEDs) and Water Boards.

Behavioral

- Solution Orientation - Analytical Thinking
- Solution Orientation - Attention to Detail
- Collaboration - Knowledge Sharing
- Outcome Orientation - Initiative and Drive

4 total

Functional

- Policy Architecture - Research & Need Analysis
- Government Program Formulation - Feasibility & Risk Assessment
- Office Management - Technical Proposal / Report writing
- Data Analytics - Data Analysis & Visualization

4 total

Domain

- Public Health Engineering - Urban Water Supply Systems
- Public Health Engineering - Wastewater & Septage Management
- Waste Management - Municipal Solid Waste Management
- Technical Appraisal - Scrutiny of Detailed Project Reports (DPRs)
- Standards & Guidelines - CPHEEO Manuals and Publications
- Water Quality - Water Quality Monitoring & Surveillance
- Scheme Knowledge - Technical aspects of AMRUT & SBM-U
- Data Analysis - Service Level Benchmarking (SLB) in Water Sector

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Engineering

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 99%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Operations and Maintenance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Biological Treatment of Wastewater

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Water and Wastewater Treatment

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

Water Quality Analysis and Management

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 88%

Course

AI Recommended - iGOT

Faecal Sludge Management

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 88%

Course

AI Recommended - iGOT

Aspects of Decentralised Wastewater Management

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 87%

Course

AI Recommended - iGOT

Proficiency in technical and scientific writing

Functional Competencies

Office Management - Technical Proposal / Report writing

Policy Architecture - Research & Need Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 91%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Multi-Criteria Decision Systems for Prioritizing Factors

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Data Analytics - Data led Decision making
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 90%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Mentoring

Team Leadership - Sharing constructive feedback

Service Orientation - Empathy

Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 84%

Deputy Secretary

Delhi Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Managing policy and administrative matters related to the urban development of Delhi.

- Supervising the processing of proposals for change of land use, amendments to the Master Plan for Delhi (MPD), and Zonal Development Plans.

- Coordinating with various agencies involved in Delhi's governance, including the Delhi Development Authority (DDA), Municipal Corporations of Delhi (MCD), and NDMC.

- Handling matters related to land administration, land pooling policy, and leasehold-to-freehold conversion in Delhi.

- Overseeing issues related to the regularization of unauthorized colonies and redevelopment of slum clusters.

- Managing parliamentary affairs, court cases, and grievances pertaining to the Delhi Division.

Activities

- Examine proposals from DDA and other bodies for land use changes and present them for approval.

- Process files related to the appointment of members and officials in DDA and Delhi Urban Art Commission (DUAC).

- Draft responses to parliamentary questions and VIP references on Delhi-specific issues.
- Monitor the implementation of DDA's housing schemes and land disposal policies.
- Prepare briefs and notes for high-level meetings on Delhi's urban development challenges.
- Handle litigation related to land acquisition, property disputes, and unauthorized construction.
- Coordinate with the law department for vetting of regulations and notifications.

Behavioral

- Solution Orientation - Systems Thinking
- Collaboration - Relationship Management
- Decision Making - Sound Judgement
- Collaborative Leadership - Conflict Management

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Litigation Management - Court case management
- Office Management - Office Procedures
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Urban Planning - Master Plan for Delhi (MPD) & Zonal Plans
- Land Administration - Delhi Development Act, 1957
- Land Administration - Land Pooling Policy & Implementation
- Housing - DDA Housing Schemes & Regulations
- Legal Framework - Delhi Municipal Corporation Act & NDMC Act
- Governance - Coordination with DDA, MCD, NDMC, and GNCTD
- Urban Development - Regularization of Unauthorized Colonies
- Heritage Conservation - Delhi Urban Art Commission (DUAC) Act

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course — AI Recommended - iGOT

National Highway Land Acquisition: Compensation Awards and Legal Cases

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 90%

Course — AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 91%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 86%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 92%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 89%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

Collaborative Leadership - Conflict Management

Collaborative Leadership - Influencing and Negotiation

Self-Awareness - Self-Analysis

Decision Making - Sound Judgement

Team Leadership - Inspiring others

Relevancy - 88%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

Self-Awareness - Self-Analysis

Personal Effectiveness - Resilience

Service Orientation - Empathy

Collaboration - Relationship Management

Team Leadership - Inspiring others

Strategic Leadership - Forward Thinking

Outcome Orientation - Initiative and Drive

Personal Effectiveness - Navigating Ambiguity

Relevancy - 87%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

Self-Awareness - Self-Analysis

Personal Effectiveness - Resilience

Team Leadership - Inspiring others

Team Leadership - Mentoring

Collaborative Leadership - Influencing and Negotiation

Collaborative Leadership - Conflict Management

Decision Making - Sound Judgement

Communication - Active Listening

Collaboration - Relationship Management

Relevancy - 85%

Deputy Director

Economic Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Conducting economic analysis of urban sector policies, schemes, and projects.
- Assisting in the monitoring and evaluation of flagship missions from an economic perspective.
- Contributing to the preparation of key economic documents like the Economic Survey chapter for the Ministry.
- Analyzing trends in municipal finance, urban infrastructure investment, and public-private partnerships (PPPs).
- Providing economic inputs for policy notes, cabinet proposals, and responses to parliamentary committees.
- Supporting the Finance Commission Cell in preparing memoranda and data for the Finance Commission.

Activities

- Collect and analyze economic and financial data related to urban development schemes.
- Prepare analytical notes on the economic impact of various urban policies.
- Assist in the appraisal of PPP projects in the urban sector.
- Draft inputs for the Ministry's chapter in the annual Economic Survey.
- Analyze data on municipal revenues, expenditure, and borrowings.
- Support the preparation of reports on the implementation of Finance Commission recommendations.
- Review research studies and reports from institutions like NITI Aayog, NIUA, and multilateral banks.

Behavioral

- Solution Orientation - Analytical Thinking
- Solution Orientation - Attention to Detail
- Collaboration - Knowledge Sharing
- Communication - Reading & Comprehension

4 total

Functional

- Data Analytics - Data Analysis & Visualization
- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing

4 total

Domain

- Economics - Urban Economics & Development
- Public Finance - Municipal Finance & Fiscal Decentralization
- Policy Analysis - Economic Appraisal of Projects & Policies
- Data Analytics - Econometric & Statistical Analysis
- Project Finance - Public-Private Partnership (PPP) Models
- National Accounts - Economic Survey & Macroeconomic Indicators
- Federal Finance - Finance Commission Recommendations
- Monitoring & Evaluation - Output-Outcome Monitoring Framework (OOMF)

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 98%

Course — AI Recommended - iGOT

Public Privare Partnerships (PPP) for Infrastructure Projects

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 96%

Course — AI Recommended - iGOT

Public Finance under Co-operative Federalism

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 94%

Course — AI Recommended - iGOT

Handling Data of Annual Survey of Unincorporated Sector Enterprises

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Introduction of Economic Financial and Viability Analysis of Highways

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 88%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

Financial Management - Financial Management

Project Management - Project Evaluation & Monitoring

Policy Architecture - Policy implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

Project Management - Project Evaluation & Monitoring

Financial Management - Financial Management

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 93%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy monitoring & impact assessment

Office Management - Technical Proposal / Report writing

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

Financial Management - Budget Formulation & Implementation

Financial Management - Expenditure Management

Financial Management - Financial Management

Policy Architecture - Policy design/ amendment

Relevancy - 92%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 92%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 91%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 88%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Understanding the Indian Union Budget

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 85%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Visual Intelligence and Data Storytelling Essentials

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Case Study Writing for Policy and Practice

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Information & Communication Management - Dissemination of Information

Relevancy - 84%

Course

AI Recommended - iGOT

Proficiency in technical and scientific writing

Functional Competencies

- Office Management - Technical Proposal / Report writing
- Policy Architecture - Research & Need Analysis

Relevancy - 83%

Course

AI Recommended - iGOT

Multi-Criteria Decision Systems for Prioritizing Factors

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Data Analytics - Data led Decision making
- Project Management - Project Evaluation & Monitoring

Relevancy - 83%

Course

AI Recommended - iGOT

Foundations of Public Policy and Policy Analysis

Functional Competencies

- Policy Architecture - Policy design/ amendment

Relevancy - 82%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 81%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance
- Data Analytics - Data led Decision making

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 87%

Course

AI Recommended - iGOT

Reading Deeply

Behavioral Competencies

- Communication - Reading & Comprehension
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Learning

Relevancy - 86%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 84%

Course

AI Recommended - iGOT

Indic Reasoning for Modern Governance

Behavioral Competencies

- Collaboration - Knowledge Sharing
- Decision Making - Logical Reasoning

Relevancy - 80%

Deputy Secretary

Finance Commission Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Managing all matters related to the Finance Commissions, both Central and State.
- Coordinating the preparation of the Ministry's memorandum for submission to the Central Finance Commission.
- Monitoring the allocation and utilization of grants recommended by the Finance Commission for Urban Local Bodies (ULBs).
- Liaising with the Ministry of Finance and State Finance Departments on Finance Commission-related issues.
- Analyzing the reports and recommendations of various Finance Commissions and their implications for the urban sector.
- Providing inputs and data to the Economic Division and other divisions for policy formulation based on fiscal transfers.

Activities

- Collect and compile data from states and ULBs on finances, service delivery, and reform progress for the Finance Commission.
- Draft the Ministry's memorandum outlining the needs and challenges of the urban sector.
- Track the release of Finance Commission grants from the Ministry of Finance to the states.
- Monitor the compliance of states and ULBs with the conditions attached to the grants.
- Prepare analytical notes on the impact of fiscal transfers on municipal finances.
- Draft responses to queries from the Finance Commission and parliamentary committees.
- Organize consultations with states, ULBs, and experts during the Finance Commission's deliberation process.

Behavioral

- Solution Orientation - Analytical Thinking
- Solution Orientation - Attention to Detail
- Collaboration - Relationship Management
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Office Management - Noting & Drafting of official Communications
- Policy Architecture - Research & Need Analysis

4 total

Domain

- Federal Finance - Finance Commission Framework & Terms of Reference
- Public Finance - Municipal Finance & ULB Fiscal Health
- Data Management - Compilation & Analysis of State/ULB Financial Data
- Policy Formulation - Preparation of Memoranda for Commissions
- Grant Management - Monitoring of Performance-based Grants
- State Coordination - Liaison with State Finance Departments
- Economic Analysis - Analysis of Fiscal Decentralization
- Governance - Understanding of Constitutional provisions on fiscal sharing

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Public Finance under Co-operative Federalism

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 96%

Course — AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

GST for Urban Local Bodies

Domain Competencies

Finance and Economy - Revenue

Relevancy - 90%

Course — AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course — AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Policy Architecture - Policy design/ amendment

Relevancy - 97%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 94%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 93%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 90%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Understanding the Indian Union Budget

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 88%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy implementation

Relevancy - 87%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Planning a Research Study: Data Collection Management Analysis

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Policy Architecture - Research & Need Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 83%

Course

AI Recommended - iGOT

Case Study Writing for Policy and Practice

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Information & Communication Management - Dissemination of Information

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 88%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 80%

Deputy Secretary

Housing Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Managing policy matters related to the housing sector, including the National Housing Policy.
- Overseeing the implementation and administration of the Real Estate (Regulation and Development) Act, 2016 (RERA).
- Handling policy initiatives for promoting rental housing, including the Model Tenancy Act.
- Coordinating with State Governments on the establishment and functioning of Real Estate Regulatory Authorities and Appellate Tribunals.
- Managing matters related to housing finance, housing for EWS/LIG, and land tenure.
- Handling parliamentary affairs, court cases, and grievances pertaining to the Housing division.

Activities

- Process proposals for amendments to RERA and other housing-related legislation.
- Monitor the implementation of the Model Tenancy Act by states.

- Collect and analyze data on the real estate sector, including project registrations and dispute resolutions under RERA.
- Draft responses to parliamentary questions, VIP references, and RTI applications on housing policy.
- Organize meetings of the Central Advisory Council for RERA.
- Prepare briefs and policy notes on emerging issues in the housing sector, such as green buildings and sustainable housing.
- Liaise with housing finance companies, industry associations, and consumer groups.

Behavioral

- Strategic Leadership - Forward Thinking
- Collaboration - Relationship Management
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Litigation Management - Legal Know-How
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Housing Policy - National Housing Policy & Urban Housing
- Real Estate Regulation - Real Estate (Regulation and Development) Act, 2016 (RERA)
- Housing Policy - Model Tenancy Act & Rental Housing
- Housing Finance - Policy and Regulation
- State Coordination - Liaison with State RERAs & Housing Boards
- Legal Framework - Land & Property Laws
- Sustainable Development - Green Building Norms & Sustainable Housing
- Governance - Management of Central Advisory Council (CAC-RERA)

8 total

Recommended Courses:

Course — AI Recommended - iGOT

रेरा अधिनियम का परिचय

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

उत्तर प्रदेश अपार्टमेंट अधिनियम के कानूनी प्रावधान एवं अनुप्रयोग

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 83%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Judicial Review and Reading a Judgement

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management

Relevancy - 88%

Course

AI Recommended - iGOT

Data Governance and Compliance: IT Act 2000 and DPDP Act 2023

Functional Competencies

- Data Analytics - Data Use and Governance
- Litigation Management - Legal Know-How
- Data Protection - Data Use and Governance

Relevancy - 87%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 85%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 84%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 83%

Course

AI Recommended - iGOT

Appeal Revision and Review

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How
- Establishment & HR - Handling Establishment Matters

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 91%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 90%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 84%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 82%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 81%

Assistant Director

Housing Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting in the processing of files and proposals related to housing policy, particularly in the areas covered by Housing-II and Housing-IV desks.
- Supporting the implementation and monitoring of the Real Estate (Regulation and Development) Act, 2016 (RERA).
- Handling routine correspondence, data collection, and record management for the division.
- Assisting in the preparation of briefs, notes, and responses for parliamentary questions and RTI applications.
- Coordinating with state governments and other stakeholders for information and follow-up actions.
- Providing administrative and logistical support for meetings, workshops, and conferences organized by the Housing division.

Activities

- Process and examine files related to RERA compliance and state-level implementation.
- Compile data on project and agent registrations from State RERA websites.
- Draft routine letters, office memorandums, and email communications.
- Maintain registers and databases for tracking parliamentary assurances, VIP references, and court cases.
- Assist in organizing meetings of the Central Advisory Council for RERA.
- Gather information and prepare initial drafts for responses to RTI queries.
- Manage the filing and record-keeping system for the section.

Behavioral

- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Initiative and Drive
- Collaboration - Knowledge Sharing

Functional

- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Data Analytics - Data Management
- Handling RTI Matters - RTI Responsiveness

Domain

- Housing Policy - Basic knowledge of National Housing Policy
- Real Estate Regulation - Understanding of RERA, 2016
- Administration - Central Secretariat Manual of Office Procedures (CSMOP)

4 total

4 total

Record Management - File and Records Maintenance

Data Management - Data Compilation and Reporting

Communication - Official Correspondence

IT Skills - Proficiency in MS Office Suite

Governance - Handling of RTI and Parliamentary matters

8 total

Recommended Courses:

Course

AI Recommended - iGOT

रेरा के अंतर्गत विज्ञापन एवं प्रचार-प्रसार संबंधी दिशा-निर्देश

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Material Management (GFR) - Maintenance and Disposal of materials

Relevancy - 85%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 80%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

Outcome Orientation - Commitment to Quality

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Decision Making - Logical Reasoning

Relevancy - 80%

Deputy Director

Housing Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting the Deputy Secretary/Director in managing policy matters related to the Housing-I division.
- Handling specific aspects of the Real Estate (Regulation and Development) Act, 2016 (RERA) and the Model Tenancy Act.
- Analyzing data and preparing reports on the performance and impact of housing policies.
- Coordinating with State Governments and RERAs for information, compliance, and progress monitoring.
- Processing files, preparing notes, and drafting responses on matters assigned within the division.
- Supporting the organization of meetings, workshops, and other events related to housing policy.

Activities

- Examine proposals and references from states regarding the implementation of RERA and the Model Tenancy Act.
- Compile and analyze state-wise data on RERA implementation for review and reporting.
- Draft briefs and background notes for senior officers on various housing policy issues.
- Prepare draft responses to parliamentary questions, RTI applications, and public grievances.
- Assist in the preparation of agenda and minutes for the Central Advisory Council (RERA) meetings.
- Liaise with legal counsels and other divisions on court cases related to housing.
- Review and summarize research reports and articles on the housing and real estate sector.

Behavioral	Functional	Domain
Solution Orientation - Analytical Thinking	Policy Architecture - Research & Need Analysis	Real Estate Regulation - Implementation of RERA, 2016
Solution Orientation - Attention to Detail	Office Management - Noting & Drafting of official Communications	Housing Policy - Analysis of Model Tenancy Act
Outcome Orientation - Initiative and Drive	Data Analytics - Data Analysis & Visualization	Policy Analysis - Evaluation of Housing Sector Trends

Operational Excellence - Planning & Prioritization

4 total

Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Data Management - State-level Data Coordination and Reporting

Legal Framework - Understanding of Property & Land Laws

Administration - File Processing & Noting

Communication - Report Writing and Presentation

Governance - Handling Parliamentary & RTI matters

8 total

Recommended Courses:

Course

AI Recommended - iGOT

रेरा अधिनियम का परिचय

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Maintenance of Land and Building Assets

Domain Competencies

Finance and Economy - Investment & Public Asset Management

Relevancy - 82%

Course

AI Recommended - iGOT

उत्तर प्रदेश अपार्टमेंट अधिनियम के कानूनी प्रावधान एवं अनुप्रयोग

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 91%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Case Study Writing for Policy and Practice

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Information & Communication Management - Dissemination of Information

Relevancy - 84%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 82%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 81%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 88%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 84%

Deputy Secretary

IFD Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Acting as the financial advisor for specific schemes and divisions within the Ministry.
- Scrutinizing and providing financial concurrence on proposals, including scheme guidelines, project sanctions, and procurement.
- Monitoring the expenditure of various divisions against their budget allocations to ensure financial discipline.
- Assisting the JS & FA in budget formulation, re-appropriation, and other budgetary matters.
- Handling matters related to internal and external audits, including the settlement of audit paras.
- Providing advice on the interpretation and application of financial rules, such as GFRs and DFPRs.

Activities

- Examine proposals from various divisions for financial viability and compliance with rules.
- Process files for sanction and release of funds under different schemes.
- Prepare financial notes and briefs for inclusion in Cabinet Notes and EFC/SFC memos.
- Review monthly expenditure reports and flag deviations or potential issues.
- Coordinate with the C&AG and internal audit teams and prepare responses to audit observations.
- Vet tender documents and contracts for financial soundness.
- Advise administrative divisions on matters of pay fixation, allowances, and other financial claims.

Behavioral	Functional	Domain
Solution Orientation - Attention to Detail	Financial Management - Expenditure Management	Financial Management - General Financial Rules (GFR) 2017
Solution Orientation - Analytical Thinking	Financial Management - Budget Formulation & Implementation	Financial Management - Delegation of Financial Powers Rules (DFPR)

Decision Making - Sound Judgement

Outcome Orientation - Accountability

4 total

Government Program Formulation - Feasibility & Risk Assessment

Public Procurement (GFR) - Procurement of Services / Goods / Works

4 total

Project Appraisal - Financial Concurrence & Scrutiny

Budgeting - Budgetary Control & Expenditure Monitoring

Audit - Internal Audit & C&AG Audit Procedures

Public Finance - Public Financial Management System (PFMS)

Contract Management - Financial Vetting of Contracts & Tenders

Scheme Management - Financial aspects of MoHUA schemes

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

Financial Management - Financial Management

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 95%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

Project Management - Project Evaluation & Monitoring

Financial Management - Financial Management

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 94%

Course

AI Recommended - iGOT

Evaluating Investment Proposals Through Capital Budgeting Techniques

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 92%

Course

AI Recommended - iGOT

Common Mistakes during Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Public Procurement (GFR) - Procurement Mgmt. through GeM
- Vigilance Administration - Preventive Vigilance

Relevancy - 91%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 88%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 88%

Course

AI Recommended - iGOT

Human Decision Making and its Biases

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Critical Thinking

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 82%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 80%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 95%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 94%

Course

AI Recommended - iGOT

Evaluating Investment Proposals Through Capital Budgeting Techniques

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 92%

Course

AI Recommended - iGOT

Common Mistakes during Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Public Procurement (GFR) - Procurement Mgmt. through GeM
- Vigilance Administration - Preventive Vigilance

Relevancy - 91%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 88%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 88%

Course

AI Recommended - iGOT

Human Decision Making and its Biases

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Critical Thinking

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 82%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 80%

Joint Director

IFD Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting the Deputy Secretary/Director in the Integrated Finance Division (IFD) with financial scrutiny and advice.
- Examining proposals from various divisions for financial compliance and correctness before concurrence.
- Monitoring expenditure and budget utilization for the schemes and divisions assigned.
- Assisting in the preparation of budgetary documents and reports.
- Handling specific tasks related to internal audit, settlement of audit paras, and financial reporting.
- Providing support in the interpretation and application of financial rules and regulations.

Activities

- Scrutinize files for fund release, project sanctions, and procurement for adherence to GFR and other financial rules.
- Prepare notes and comments on the financial implications of proposals.
- Compile and analyze expenditure data for monthly and quarterly review reports.
- Assist in drafting responses to internal and C&AG audit queries.
- Process cases related to pay fixation, claims, and advances for ministry staff.
- Vet smaller contracts and tender documents for financial clauses.
- Maintain records and registers related to budget allocation and expenditure for assigned divisions.

Behavioral

- Solution Orientation - Attention to Detail
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Operational Excellence - Process Excellence

4 total

Functional

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Office Management - Noting & Drafting of official Communications
- Financial Management - PFMS Portal Management

4 total

Domain

- Financial Rules - General Financial Rules (GFR) 2017
- Financial Scrutiny - Examination of Financial Proposals
- Budgeting - Expenditure Monitoring & Reporting
- Audit - Handling of Audit Paras
- Accounting - Principles of Government Accounting
- Administration - Pay & Allowances Rules
- Procurement - Vetting of financial bids
- IT Skills - Proficiency in PFMS and MS Excel

8 total

Recommended Courses:

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 92%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 84%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 82%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 89%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 88%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 80%

Deputy Secretary

LSG Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Managing legislative and policy matters related to Urban Local Bodies (ULBs) and municipal governance.
- Overseeing issues pertaining to the implementation of the Constitution (74th Amendment) Act, 1992.
- Handling matters related to the empowerment of ULBs, including fiscal decentralization and functional autonomy.
- Coordinating with State Governments on municipal laws and reforms.
- Managing the administrative and financial matters of the National Institute of Urban Affairs (NIUA) and other urban research institutions.
- Handling parliamentary affairs, court cases, and grievances related to local self-government.

Activities

- Examine state municipal legislations for conformity with the 74th Constitutional Amendment.
- Process proposals for grants and other support to NIUA and Regional Centres for Urban and Environmental Studies (RCUES).
- Prepare policy notes on municipal reforms, such as property tax reforms and accounting standards.
- Draft responses to parliamentary questions on the status of ULB empowerment.
- Analyze the recommendations of Finance Commissions regarding grants to ULBs.
- Coordinate the compilation of data on municipal finances and governance for various national reports and dashboards.
- Handle matters related to international cooperation in the field of urban governance.

Behavioral	Functional	Domain
Strategic Leadership - Forward Thinking	Policy Architecture - Policy design/ amendment	Urban Governance - Constitution (74th Amendment) Act, 1992
Solution Orientation - Systems Thinking	Policy Architecture - Policy implementation	Urban Governance - Municipal Law & Administration

Collaboration - Relationship Management

Solution Orientation - Analytical Thinking

4 total

Cabinet note preparation - Rules of business (AoB/ToB)

Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Public Finance - Municipal Finance & Fiscal Decentralization

Institutional Management - Oversight of NIUA & RCUES

Policy Analysis - Urban Reforms and Governance Indices

State Coordination - Liaison with State Urban Development Departments

Legal Framework - Analysis of State Municipal Acts

Federal Finance - Finance Commission grants for ULBs

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 98%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

GST for Urban Local Bodies

Domain Competencies

Finance and Economy - Revenue

Relevancy - 90%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Public Finance under Co-operative Federalism

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 80%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Introduction to Public Policy

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Policy monitoring & impact assessment

Relevancy - 92%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Policy monitoring & impact assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

Policy Architecture - Policy monitoring & impact assessment

Policy Architecture - Research & Need Analysis

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 86%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 90%

Course

AI Recommended - iGOT

Indic Reasoning for Modern Governance

Behavioral Competencies

- Collaboration - Knowledge Sharing
- Decision Making - Logical Reasoning

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 85%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

Decision Making - Sound Judgement

Decision Making - Logical Reasoning

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Communication - Presentation Skills

Relevancy - 83%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

Self-Awareness - Self-Analysis

Personal Effectiveness - Resilience

Team Leadership - Inspiring others

Team Leadership - Mentoring

Collaborative Leadership - Influencing and Negotiation

Collaborative Leadership - Conflict Management

Decision Making - Sound Judgement

Communication - Active Listening

Collaboration - Relationship Management

Relevancy - 82%

Deputy Secretary

NULM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Managing the implementation of the Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM).

- Supervising key components of the mission, such as Social Mobilisation & Institution Development (SM&ID), Self-Employment Programme (SEP), and Employment through Skills Training & Placement (EST&P).

- Monitoring the formation and functioning of Self-Help Groups (SHGs) and their federations.

- Coordinating with State Urban Livelihoods Missions (SULMs) for the submission of annual action plans and monitoring of progress.

- Handling financial management for the mission, including processing fund releases to states and tracking utilization.

- Overseeing the 'Shelter for Urban Homeless (SUH)' and 'Support to Urban Street Vendors (SUSV)' components of the mission.

Activities

- Examine and process Annual Action Plans submitted by states under DAY-NULM.

- Monitor the progress of skill training programs and placement of urban poor youth.
- Track the disbursement of loans to SHGs and individual micro-enterprises through the PAiSA portal.
- Review progress reports on the construction and management of shelters for the urban homeless.
- Draft responses to parliamentary questions, RTI applications, and grievances related to NULM.
- Organize review meetings and workshops for state and city level mission functionaries.
- Analyze data from the NULM-MIS portal to assess mission performance and inform policy.

Behavioral

- Service Orientation - Empathy
- Collaboration - Relationship Management
- Outcome Orientation - Accountability
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Project Management - Project Evaluation & Monitoring
- Financial Management - Expenditure Management
- Citizen Centricity - Citizen Partnering & Collaboration
- Data Analytics - Data led Decision making

4 total

Domain

- Scheme Management - DAY-NULM Guidelines & Implementation
- Social Development - Social Mobilisation & SHG Management
- Livelihood Promotion - Skill Development & Micro-Enterprise Promotion
- Urban Poverty - Shelter for Urban Homeless (SUH) Program
- Financial Inclusion - Bank Linkage for SHGs and SEP
- State Coordination - Management of State Urban Livelihoods Missions (SULMs)
- Monitoring & Evaluation - NULM-MIS & PAiSA Portal Management
- Financial Management - Public Financial Management System (PFMS)

8 total

Recommended Courses:

Course — AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course — AI Recommended - iGOT

स्व-सहायता समूह गठन एवं संचालन प्रक्रिया

Domain Competencies

Welfare - Women & Child Development

Relevancy - 98%

Course — AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 95%

Course — AI Recommended - iGOT

आश्रय स्थल प्रबंधन

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Relevancy - 97%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 95%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data led Decision making

Relevancy - 93%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

Policy Architecture - Policy monitoring & impact assessment

Policy Architecture - Research & Need Analysis

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Data Analytics - Data led Decision making

Relevancy - 92%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 89%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 88%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 87%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 92%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 88%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 85%

Course

AI Recommended - iGOT

The Values, Ethos and Spirit of Public Service

Behavioral Competencies

- Service Orientation - Service Excellence (wrt citizens)
- Outcome Orientation - Accountability
- Self-Awareness - Purposefulness
- Decision Making - Sound Judgement

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 80%

Assistant Director

Official Language Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting in the implementation of the Official Language policy of the Government.
- Translating official documents, circulars, and reports from English to Hindi and vice-versa.
- Assisting in the organization of Hindi workshops, training programs, and promotional events like Hindi Pakhwada.
- Preparing materials for meetings of the Hindi Salahkar Samiti and other official language committees.
- Maintaining records related to the progressive use of Hindi in the Ministry.
- Providing support in the inspection of sections and subordinate offices for official language compliance.

Activities

- Translate non-technical and routine official documents.
- Proofread and edit translated materials for grammatical accuracy and correctness.
- Assist in preparing the agenda, minutes, and follow-up actions for committee meetings.
- Handle correspondence related to official language implementation.
- Compile data for quarterly and annual progress reports on the use of Hindi.
- Provide logistical support for organizing Hindi competitions and events.
- Assist in the day-to-day administrative work of the division.

Behavioral	Functional	Domain
Communication - Reading & Comprehension	Administration Matters - Implementing Official Language	Translation - English to Hindi Translation & Vice-Versa
Solution Orientation - Attention to Detail	Office Management - Noting & Drafting of official Communications	Official Language Policy - Official Languages Act & Rules
Outcome Orientation - Initiative and Drive	Office Management - File/DAK Management	Linguistics - Hindi & English Grammar and Vocabulary

Operational Excellence - Process Excellence

4 total

Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

4 total

IT & Tools - Hindi Typing & Translation Software

Administration - Official Correspondence & File Management

Event Management - Organizing Hindi Workshops & Events

Reporting - Compilation of Progress Reports

Proofreading - Editing and Vetting of Translated Documents

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Role of Official Languages Wing in Legislative Drafting

Domain Competencies

Governance - Legislative Department

Relevancy - 85%

Course

AI Recommended - iGOT

अनुवाद: सिद्धांत और प्रक्रिया एवं व्यवहार

Functional Competencies

Administration Matters - Implementing Official Language

Relevancy - 98%

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

Administration Matters - Implementing Official Language

Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

राजभाषा हिंदी

Functional Competencies

Administration Matters - Implementing Official Language

Office Management - Noting & Drafting of official Communications

Office Management - Office Procedures

Relevancy - 93%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Office Management - Office Procedures

Relevancy - 92%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

हिंदी टाइपिंग का परिचय

Functional Competencies

- Office Management - Office Procedures
- Office Management - Technical Proposal / Report writing

Relevancy - 85%

Course

AI Recommended - iGOT

ChatGPT and Generative AI Tools for Government Officials

Functional Competencies

- Digital Fluency - AI/ML tools
- Information & Communication Management - Dissemination of Information

Relevancy - 80%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 85%

Course

AI Recommended - iGOT

Reading Deeply

Behavioral Competencies

- Communication - Reading & Comprehension
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Learning

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Communication

Behavioral Competencies

- Communication - Verbal & Non-Verbal Fluency
- Communication - Reading & Comprehension
- Communication - Active Listening

Relevancy - 81%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the overall implementation of the Official Language Act and policies within the Ministry.
- Managing the translation work of the division and ensuring its quality and timeliness.
- Overseeing the organization of Hindi workshops, training, and promotional activities.
- Coordinating the meetings of the Hindi Salahkar Samiti and ensuring follow-up on its recommendations.
- Monitoring and reporting on the progressive use of Hindi across all wings of the Ministry and its subordinate offices.
- Handling administrative and budgetary matters of the Official Language Division.

Activities

- Review and approve important translated documents before issuance.
- Plan the annual calendar for Hindi implementation activities.
- Supervise the inspection of various offices to ensure compliance with the official language policy.
- Prepare comprehensive reports for parliamentary committees on official language.
- Draft replies to complex parliamentary questions and VIP references on official language matters.
- Manage the performance and development of the staff within the division.
- Liaise with the Department of Official Language for policy clarifications and guidance.



Recommended Courses:

Course

AI Recommended - iGOT

Role of Official Languages Wing in Legislative Drafting

Domain Competencies

Governance - Legislative Department

Relevancy - 95%

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

Administration Matters - Implementing Official Language

Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

अनुवाद: सिद्धांत और प्रक्रिया एवं व्यवहार

Functional Competencies

Administration Matters - Implementing Official Language

Relevancy - 97%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 90%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Financial Management - Budget Formulation & Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

राजभाषा हिंदी

Functional Competencies

- Administration Matters - Implementing Official Language
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 82%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 89%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 85%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

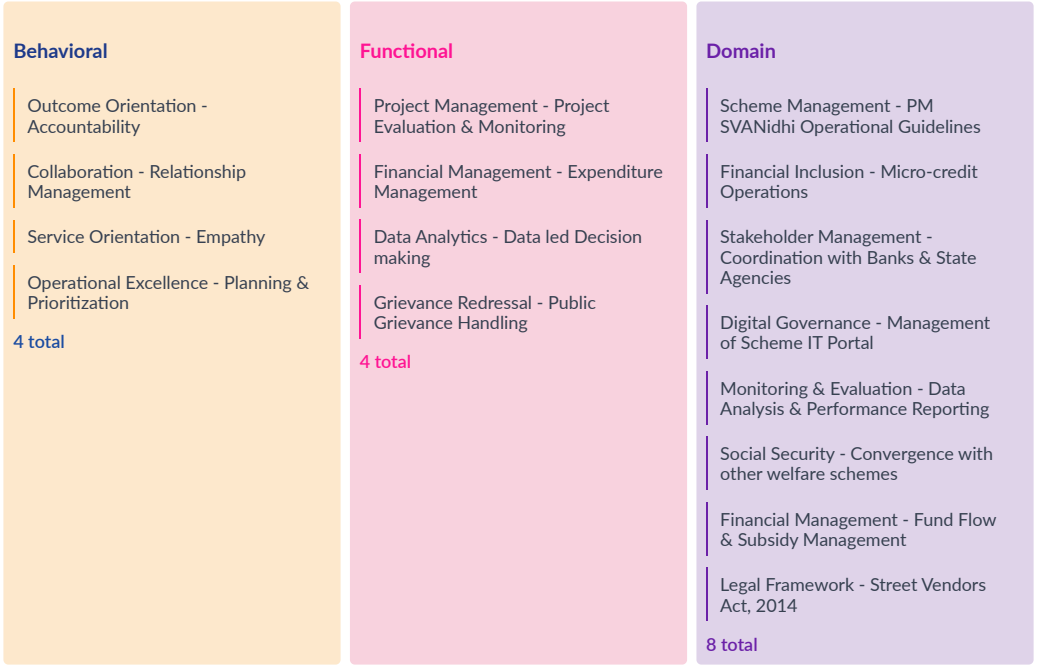
Relevancy - 82%

Roles & Responsibilities

- Managing the day-to-day implementation and operations of the PM SVANidhi scheme.
- Supervising specific components of the scheme, such as loan disbursement, interest subsidy, or digital incentives.
- Coordinating with implementation partners like SIDBI, lending institutions, and State Nodal Agencies.
- Monitoring the performance of the scheme through its IT portal and analyzing data to identify implementation gaps.
- Handling grievances and queries from beneficiaries, states, and other stakeholders.
- Assisting the Director/JS in policy matters, financial management, and parliamentary affairs related to the scheme.

Activities

- Process proposals for fund release to SIDBI for interest subsidy and credit guarantee.
- Review and analyze weekly/monthly progress reports from states and lending institutions.
- Prepare briefs, presentations, and status reports for review meetings.
- Draft responses to parliamentary questions, RTI applications, and VIP references.
- Coordinate with the IT team for enhancements and issue resolution in the PM SVANidhi portal.
- Facilitate the organization of awareness campaigns and capacity-building workshops for stakeholders.
- Monitor the implementation of the 'SVANidhi se Samriddhi' component and coordinate with concerned ministries.



Recommended Courses:

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 100%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Pradhan Mantri Jan-Dhan Yojana

Domain Competencies

Finance and Economy - Financial Services

Relevancy - 82%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 93%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 92%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 91%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 90%

Course

AI Recommended - iGOT

Service Delivery Management

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Change Management - Change Implementation
- Citizen Centricity - Design Thinking
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 88%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 84%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 84%

Course

AI Recommended - iGOT

AI Applications in Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Citizen Centricity - Design Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 93%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 86%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 83%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 81%

Deputy Secretary

Public Grievance Cell

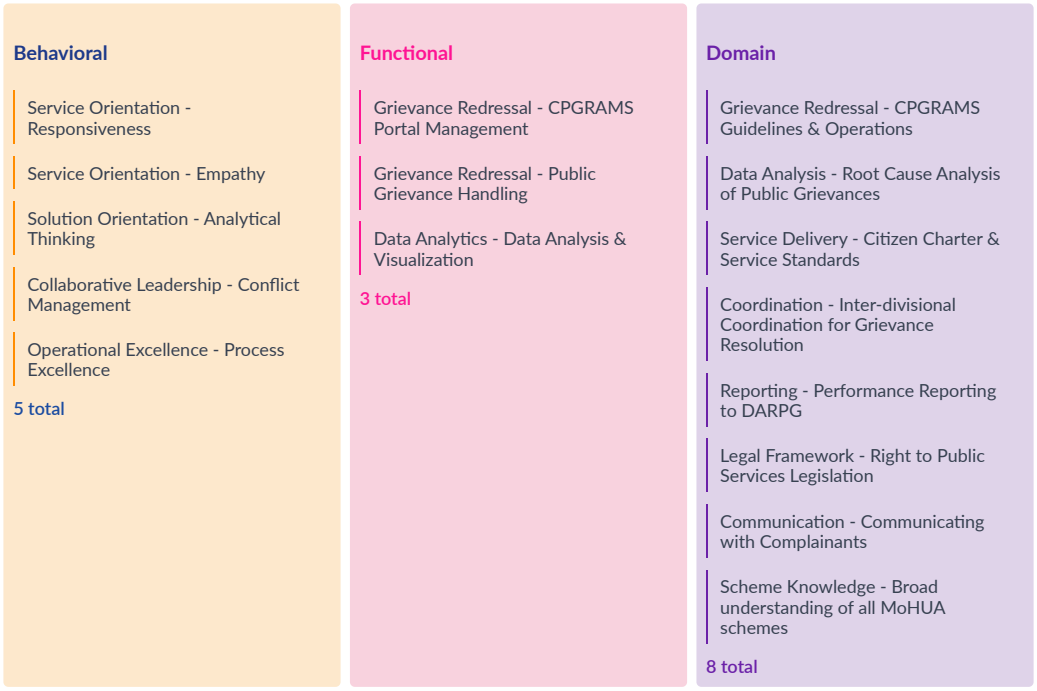
Behavioral: 5 total Functional: 3 total Domain: 8 total

Roles & Responsibilities

- Acting as the nodal officer for public grievance redressal for the entire Ministry.
- Managing the Centralized Public Grievance Redress and Monitoring System (CPGRAMS) for MoHUA.
- Overseeing the forwarding of grievances to the concerned divisions and monitoring their timely disposal.
- Analyzing grievance data to identify systemic issues and suggest policy or procedural improvements.
- Handling appeals and escalated grievances.
- Preparing periodic reports on grievance redressal performance for senior management and DARPG.

Activities

- Review and categorize incoming grievances on the CPGRAMS portal.
- Forward grievances to the appropriate Public Grievance Officers in various divisions and attached offices.
- Monitor the status of pending grievances and send reminders for timely resolution.
- Examine appeal cases and coordinate with divisions to ensure satisfactory resolution.
- Generate and analyze reports from CPGRAMS to identify trends, root causes, and problem areas.
- Draft responses to VIP references and parliamentary questions related to public grievances.
- Organize training and sensitization sessions for grievance officers across the Ministry.



Recommended Courses:

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 96%

Course

AI Recommended - iGOT

Data Analysis and Visualization

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Service Delivery Management

Functional Competencies

Grievance Redressal - Public Grievance Handling

Change Management - Change Implementation

Citizen Centricity - Design Thinking

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Relevancy - 87%

Course

AI Recommended - iGOT

Enabling Excellence in Governance Processes through Quality Tools

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Digital Fluency - Emerging Technology

Relevancy - 86%

Course

AI Recommended - iGOT

Citizen Centric Services Marketing in Government

Functional Competencies

Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 85%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 82%

Course

AI Recommended - iGOT

Privacy and Human Rights in the Digital Age

Functional Competencies

- Data Analytics - Data Use and Governance
- Data Analytics - Data Use and Governance
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 94%

Course

AI Recommended - iGOT

Basic information of Citizens' Charter

Behavioral Competencies

- Service Orientation - Service Excellence (wrt citizens)
- Outcome Orientation - Accountability
- Outcome Orientation - Commitment to Quality

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Managing Workplace Conflict

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Collaboration - Relationship Management
- Service Orientation - Empathy

Relevancy - 87%

Course

AI Recommended - iGOT

Developing a Customer-Centric Culture in the Department of Posts

Behavioral Competencies

- Service Orientation - Empathy
- Service Orientation - Responsiveness
- Service Orientation - Service Excellence (wrt citizens)
- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Continuous Improvement
- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 80%

Deputy Secretary

Parliamentary Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Acting as the nodal officer for all parliamentary matters of the Ministry.
- Coordinating the receipt and timely submission of replies to all Parliament Questions (Starred, Unstarred, Short Notice).
- Managing matters related to parliamentary committees, including Standing Committees, Consultative Committees, and ad-hoc committees.
- Overseeing the laying of reports, rules, and other documents on the table of both Houses of Parliament.
- Tracking and ensuring the fulfillment of assurances given by the Minister in Parliament.
- Coordinating legislative business of the Ministry, including the introduction and passage of Bills.

Activities

- Circulate Parliament Questions to the concerned divisions and monitor the preparation of replies.
- Consolidate and vet replies to ensure accuracy and completeness before submission.

- Prepare briefs and background notes for the Minister for debates and discussions in Parliament.
- Coordinate with divisions to prepare Action Taken Reports on the recommendations of parliamentary committees.
- Maintain a comprehensive database and tracking system for all parliamentary assurances.
- Liaise with the Ministry of Parliamentary Affairs and the Secretariats of Lok Sabha and Rajya Sabha.
- Organize meetings of the Ministry's Consultative Committee of MPs.

Behavioral

- Operational Excellence - Planning & Prioritization
- Solution Orientation - Attention to Detail
- Collaboration - Relationship Management
- Personal Effectiveness - Stress Management

4 total

Functional

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Office Procedures
- Cabinet note preparation - Rules of business (AoB/ToB)

4 total

Domain

- Parliamentary Procedures - Rules of Procedure and Conduct of Business in Parliament
- Parliamentary Procedures - Handling of Parliament Questions
- Parliamentary Committees - Functioning of Standing & Consultative Committees
- Legislative Process - Management of Legislative Business & Bills
- Compliance - Monitoring of Parliamentary Assurances
- Coordination - Liaison with Lok Sabha/Rajya Sabha Secretariats
- Communication - Preparation of Briefs for Ministers
- IT & Tools - Online Question & Answer Systems

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Audit Follow Up and Parliamentary Oversight

Domain Competencies

Finance and Economy - Expenditure

Relevancy - 85%

Course — AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 88%

Course

AI Recommended - iGOT

संसदीय प्रश्नों से परिचय

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

STRESS MANAGEMENT

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Personal Effectiveness - Resilience
- Self-Awareness - Self-Analysis

Relevancy - 95%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 90%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 88%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Meditation for Stress Management and Boosting Productivity

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Outcome Orientation - Initiative and Drive

Relevancy - 80%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Deputy Director

SBM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage key operational aspects of the Swachh Bharat Mission (SBM), including monitoring of physical and financial progress of states/UTs.

- Oversee the implementation of specific SBM components such as Solid Waste Management (SWM), Used Water Management (UWM), or Information, Education, and Communication (IEC).

- Coordinate with states and Urban Local Bodies (ULBs) to ensure adherence to mission guidelines and timely submission of proposals and utilization certificates.

- Facilitate inter-agency coordination with bodies like CPHEEO for technical guidance and with other ministries for convergence.

- Assist in the formulation of policy notes, briefs, and responses for parliamentary matters related to SBM.

- Support the monitoring and evaluation framework of the mission by analyzing data from the SBM-U portal.

Activities

- Review and process project proposals and Detailed Project Reports (DPRs) submitted by states/UTs under SBM-U.

- Monitor the progress of legacy dumpsite remediation and waste processing projects.

- Draft responses to Parliament Questions, RTI applications, and public grievances related to the Swachh Bharat Mission.

- Analyze state-wise performance data from the MIS portal to identify implementation gaps and prepare progress reports.

- Organize and coordinate capacity-building workshops and review meetings for state and ULB officials.

- Coordinate with the finance division for the timely release of funds to states/UTs.

- Assist in the preparation of agenda and minutes for national-level review meetings and committees.

Behavioral

- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Collaboration - Relationship Management

4 total

Functional

- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Data Analytics - Data Management
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Swachh Bharat Mission - SBM-U 2.0 Guidelines and Protocols
- Waste Management - Solid Waste Management Rules, 2016
- Sanitation Technologies - Used Water and Faecal Sludge Management (FSSM)
- Circular Economy - Waste-to-Wealth and 3R Principles
- Project Management - DPR Appraisal and MIS-based Monitoring
- Financial Management - General Financial Rules (GFR) 2017
- State Coordination - Inter-governmental Coordination for SBM
- Public Health Engineering - CPHEEO Manuals and Guidelines

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course — AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Faecal Sludge Management

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to Circular Economy

Domain Competencies

Resources - Environment, Forest and Climate Change

Relevancy - 88%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 82%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 98%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Public Procurement (GFR) - Vendor / Consultant Management

Data Analytics - Data Management

Change Management - Change Readiness

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 94%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 92%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 88%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 88%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 85%

Course

AI Recommended - iGOT

Implementation and Change Management

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 82%

Senior Principal Personal Secretary

MoHUA HQ

Behavioral: 5 total Functional: 5 total Domain: 9 total

Roles & Responsibilities

- Preparing executive summaries on important issues and files to facilitate decision-making, including summaries of previously asked/replied Starred Questions.

- Managing the Personal Section, providing leadership and supervision to subordinate staff.

- Conducting international and national level liaison and networking, coordinating with Parliament, Ministries, Departments, and other offices.

- Handling visitors, and facilitating high-level meetings, conferences, and workshops.

- Maintaining a comprehensive awareness of the key performance areas, vision, and mission of the Ministry/Department.

- Ensuring the security and confidentiality of personal and official information of the officer.

- Maintaining the officer's engagement diary, scheduling appointments, and managing commitments.

- Managing all aspects of domestic and foreign tours, and overseeing office operations during the officer's absence.

Activities

- Drafting concise summaries and briefing notes on complex files and parliamentary matters for the senior officer.

- Supervising the work of Personal Assistants, Stenographers, and other support staff in the Personal Section.

- Coordinating with various stakeholders to schedule meetings and manage logistical arrangements for conferences and tours.

- Screening telephone calls, managing correspondence, and scheduling appointments for visitors.

- Tracking the movement of important files and ensuring timely follow-up on action items.

- Implementing and maintaining protocols for handling confidential documents and information.

- Managing the officer's calendar, including scheduling, rescheduling, and prioritizing engagements.

- Preparing detailed tour itineraries, handling travel bookings, visa arrangements, and managing office correspondence while the officer is on tour.

Behavioral	Functional	Domain
Personal Effectiveness - Stress Management	Office Management - Office Procedures	Ministry Governance - MoHUA Vision, Mission, and Strategic Goals

Operational Excellence - Planning & Prioritization

Communication - Verbal & Non-Verbal Fluency

Solution Orientation - Attention to Detail

Collaboration - Relationship Management

5 total

Office Management - Noting & Drafting of official Communications

Handling Parliamentary Matters - Submission of briefs, supply of information

Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

Administration Matters - Handling Leave and Travel

5 total

Governance Frameworks - Parliamentary Rules and Procedures

Administrative Protocol - Inter-Ministerial Liaison and Protocol Management

Information Security Management - Protocols for Handling Confidential and Sensitive Information

Administrative Management - Domestic and International Tour Management

MoHUA Programs and Policies - Overview of Flagship Missions (PMAY-U, SBM-U, AMRUT, SCM)

Citizen Interface Management - Public Grievance Redressal Processes (CPGRAMS)

Office Administration - Advanced Record and File Management (e-Office)

Communication and Reporting - Executive Briefing and Summarization Techniques

9 total

Recommended Courses:

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 84%

Course

AI Recommended - iGOT

Level-II CSSS Course to Develop Domain Competencies

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Handling Parliamentary Matters - Submission of briefs, supply of information

Administration Matters - Handling Leave and Travel

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures

Relevancy - 94%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 89%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Microsoft Teams

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Office Management - E-Office

Information & Communication Management - Dissemination of Information

Relevancy - 86%

Course

AI Recommended - iGOT

Guidelines for Processing Foreign Visits of Government Officers

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 85%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

STRESS MANAGEMENT

Behavioral Competencies

Personal Effectiveness - Stress Management

Personal Effectiveness - Resilience

Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 89%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

Communication - Active Listening

Communication - Verbal & Non-Verbal Fluency

Outcome Orientation - Goal Setting

Operational Excellence - Planning & Prioritization

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Inspiring others

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Effective Communication: The Cornerstone of Great Leadership

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Personal Effectiveness - Stress Management
- Team Leadership - Sharing constructive feedback

Relevancy - 82%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 80%

Deputy Secretary

SBM Division

Behavioral: 5 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Provide strategic management and oversight for key components of the Swachh Bharat Mission (SBM-U).
- Lead the process of policy formulation, review, and amendment for sanitation and waste management sectors.
- Ensure financial oversight of mission funds, including budget allocation, expenditure monitoring, and compliance with financial rules.
- Manage high-level stakeholder coordination with State Governments, ULBs, private sector partners, and international agencies.
- Supervise the monitoring and evaluation framework to track mission outcomes and ensure data-driven decision-making.
- Handle all parliamentary matters for the SBM division, including preparing briefs for debates and responses to parliamentary committees.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Formulate and draft policy amendments and new guidelines for SBM-U components.
- Supervise the appraisal of State Annual Action Plans and ensure alignment with national objectives.
- Oversee fund disbursement through PFMS and monitor the submission of Utilization Certificates (UCs).
- Chair inter-state and inter-agency review meetings to resolve implementation bottlenecks.
- Prepare and vet Cabinet Notes, EFC memos, and other high-level policy documents.
- Represent the Ministry in negotiations and consultations with international development partners on sanitation projects.
- Mentor and guide Under Secretaries and other junior officers within the SBM division.

Behavioral	Functional	Domain
Strategic Leadership - Forward Thinking	Policy Architecture - Policy design/ amendment	Swachh Bharat Mission - SBM-U 2.0 Policy and Strategy

Decision Making - Sound Judgement

Collaboration - Relationship Management

Collaborative Leadership - Influencing and Negotiation

Outcome Orientation - Accountability

5 total

Project Management - Project Evaluation & Monitoring

Financial Management - Expenditure Management

Cabinet note preparation - Cabinet note writing

Citizen Centricity - Citizen Partnering & Collaboration

5 total

Waste Management - National Policy on Solid Waste Management

Public Finance - Municipal Finance and Innovative Funding

Circular Economy - Policy and Implementation Frameworks

Governance - Urban Governance Reforms

Financial Management - Public Financial Management System (PFMS)

State Coordination - Policy Dialogue and Capacity Building

International Cooperation - Multilateral Agency Coordination

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Introduction to Circular Economy

Domain Competencies

Resources - Environment, Forest and Climate Change

Relevancy - 92%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 94%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 92%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 91%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Design Thinking for Citizen-Centric Public Policy

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation

Relevancy - 86%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Understanding of Public-Private Partnership

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 84%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 97%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 92%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Negotiation

Behavioral Competencies

- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Solution Orientation - Analytical Thinking
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 83%

Joint Director

SBM Division

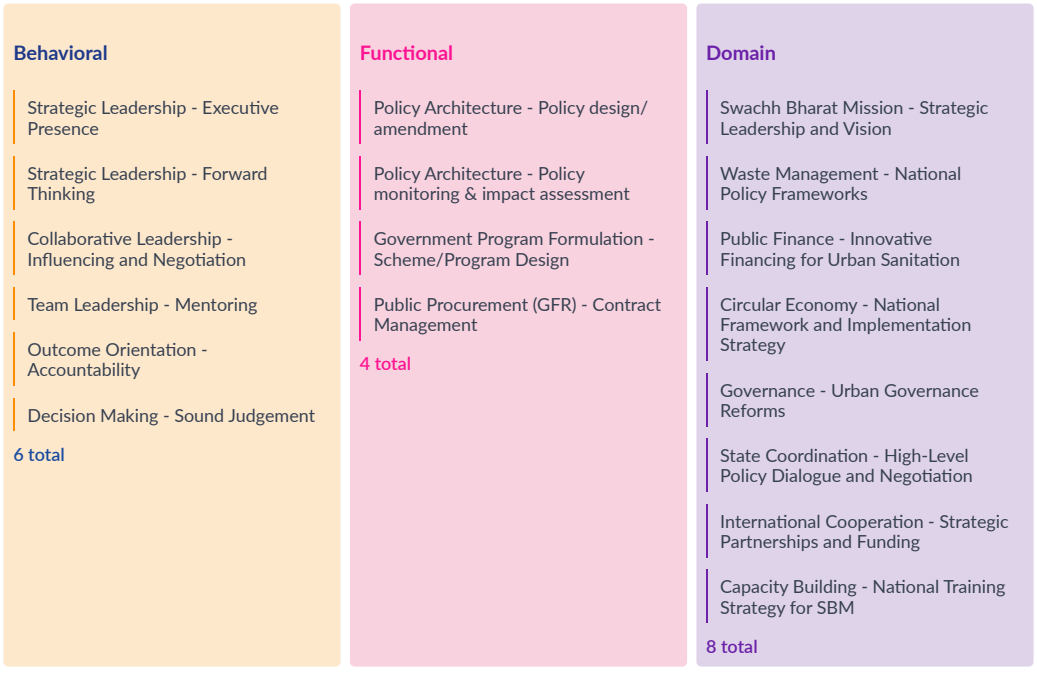
Behavioral: 6 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Provide strategic leadership and direction for specific verticals of the Swachh Bharat Mission (Urban).
- Drive policy innovation and reforms in the urban sanitation and waste management sectors.
- Manage high-level stakeholder engagement with State Governments, industry partners, and international development agencies.
- Ensure financial propriety, effective fund utilization, and achievement of outcomes for all allocated resources.
- Lead the design and implementation of national-level capacity building initiatives for states and ULBs.
- Act as the final authority within the vertical for technical and administrative approvals before escalation to JS/AS.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Lead the conceptualization and design of new components and programs under SBM-U (e.g., circular economy, plastic waste management).
- Represent MoHUA in high-level national and international conferences and forums on sanitation and urban cleanliness.
- Negotiate terms of engagement and program support with multilateral and bilateral funding agencies.
- Direct the development and enhancement of the mission's Monitoring and Evaluation (M&E) framework.
- Approve the issuance of technical guidelines, advisories, and standard operating procedures for states/UTs.
- Mentor and provide strategic guidance to Deputy Directors and Under Secretaries within the division.
- Conduct final review of major policy documents, Cabinet Notes, and parliamentary reports before submission to higher authorities.



Recommended Courses:

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 99%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Introduction to Circular Economy

Domain Competencies

Resources - Environment, Forest and Climate Change

Relevancy - 96%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy monitoring & impact assessment

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Policy monitoring & impact assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 94%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 92%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 87%

Course

AI Recommended - iGOT

Impact Assessment of Training Programmes

Functional Competencies

- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Monitoring & Evaluation - Creation of M&E Framework
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Generative AI in Public Policy and Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 94%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 93%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 92%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 91%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 88%

Course

AI Recommended - iGOT

Negotiation

Behavioral Competencies

- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement

Relevancy - 88%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 84%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Communication: The Cornerstone of Great Leadership

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Personal Effectiveness - Stress Management
- Team Leadership - Sharing constructive feedback

Relevancy - 81%

Assistant Director & Assistant Statistical Adviser

Statistical Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assist in the collection, compilation, and analysis of statistical data related to housing and urban affairs.
- Support the management and maintenance of the National Buildings Organization (NBO) database and other statistical publications.
- Contribute to the development and implementation of data strategy and data governance frameworks for the Ministry.
- Assist in the monitoring of Sustainable Development Goals (SDGs) and other national/international indices related to the urban sector.
- Provide statistical support for research studies, surveys, and policy analysis conducted by the Ministry.
- Handle administrative and coordination tasks within the Statistical Division.

Activities

- Collect and validate statistical data from states, UTs, and other line ministries.
- Prepare statistical tables, charts, and reports for various publications and presentations.
- Assist in the drafting of chapters for the Annual Report and other official documents.
- Use statistical software for data analysis and interpretation.
- Coordinate with the IT cell for the maintenance and updation of data portals.
- Process RTI applications and Parliament Questions related to urban statistics.
- Organize meetings and workshops for the Data Strategy Unit (DSU).

Behavioral

- Solution Orientation - Analytical Thinking
- Solution Orientation - Attention to Detail

Functional

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization

Domain

- Statistics - Official Statistics and Survey Methodologies
- Data Management - Database Management Systems

Outcome Orientation - Initiative and Drive

Collaboration - Knowledge Sharing

4 total

Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

Office Management - Technical Proposal / Report writing

4 total

Urban Indicators - Sustainable Development Goals (SDGs) for Cities

Housing Statistics - National Buildings Organization (NBO) Data

Data Governance - Data Strategy and Policy

Data Visualization - Tools and Techniques for Statistical Reporting

Economic Analysis - Urban Economic Indicators

Administrative Procedures - Office Procedures and Record Management

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Handling Unit Level Data of Household Consumption Expenditure Survey

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 96%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Data Analysis and Visualization

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 94%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data led Decision making

Relevancy - 93%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data Use and Governance

Data Analytics - Data led Decision making

Relevancy - 92%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Relevancy - 90%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 89%

Course

AI Recommended - iGOT

Data Analytics Essentials for the Defence Ecosystem

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 88%

Course

AI Recommended - iGOT

Microsoft Excel Advanced

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management

Relevancy - 88%

Course

AI Recommended - iGOT

Planning a Research Study: Data Collection Management Analysis

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Policy Architecture - Research & Need Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Visual Intelligence and Data Storytelling Essentials

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Microsoft Excel for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management

Relevancy - 82%

Course

AI Recommended - iGOT

Data Science for Policy Makers Part - 1

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 80%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Structured Approach to Problem Solving

Behavioral Competencies

Solution Orientation - Analytical Thinking

Decision Making - Logical Reasoning

Relevancy - 85%

Deputy Director & Deputy Statistical Adviser

Statistical Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervise the collection, compilation, validation, and dissemination of statistics on housing and urban development.
- Manage the activities of the National Buildings Organization (NBO) and oversee the publication of statistical reports.
- Lead the implementation of the Ministry's Data Strategy Unit (DSU) and data governance policies.
- Oversee the monitoring of urban indicators, including SDGs, Ease of Living Index, and Municipal Performance Index.
- Provide high-level statistical advice and analysis for policy formulation, program evaluation, and economic analysis.
- Coordinate with national and international statistical bodies like MoSPI, NITI Aayog, and UN-Habitat.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Direct the process of data collection from states/UTs and ensure data quality and consistency.
- Finalize and approve statistical publications, including 'Urban Statistics for India' and reports on housing data.
- Lead the design and execution of new surveys and studies on urban issues.
- Chair meetings of the Data Strategy Unit and other technical committees on data and statistics.
- Prepare analytical notes and briefs on urban trends for senior management and for inclusion in the Economic Survey.
- Supervise the work of Assistant Directors and other statistical staff in the division.
- Develop and implement capacity-building programs for state/ULB officials on urban data management.

Behavioral

- Team Leadership - Mentoring
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement

4 total

Functional

- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Evaluation of outcomes / outputs

4 total

Domain

- Statistics - Advanced Statistical Analysis and Modelling
- Data Governance - National Data Governance Framework Policy
- Urban Indicators - Ease of Living and Municipal Performance Index
- Economic Analysis - Macroeconomic Indicators and Urban Economy
- Survey Management - Design and Implementation of Large-Scale

Surveys

Policy Analysis - Evidence-based Policy Making

Stakeholder Management - Coordination with MoSPI and NITI Aayog

International Standards - UN Statistical Commission Guidelines

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Handling Unit Level Data of Household Consumption Expenditure Survey

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Handling Unit Level Data of Annual Survey of Industries

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data led Decision making

Relevancy - 98%

Course

AI Recommended - iGOT

Data Science for Policy Makers Part - 1

Functional Competencies

Data Analytics - Data led Decision making

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

Data Analytics - Data led Decision making

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Use and Governance

Policy Architecture - Policy monitoring & impact assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 95%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance
- Data Analytics - Data led Decision making

Relevancy - 94%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 93%

Course

AI Recommended - iGOT

Planning a Research Study: Data Collection Management Analysis

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Policy Architecture - Research & Need Analysis

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to Big Data in Governance

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance

Relevancy - 88%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

Multi-Criteria Decision Systems for Prioritizing Factors

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Data Analytics - Data led Decision making
- Project Management - Project Evaluation & Monitoring

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 85%

Course

AI Recommended - iGOT

Overview of Basic Statistics

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Management

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 85%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 80%

Director (Grade I)

Urban Health Services

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Provide strategic guidance for policy formulation, monitoring, and evaluation of urban health schemes and initiatives.

- Lead inter-ministerial coordination with the Ministry of Health & Family Welfare (MoHFW) and Ministry of Women & Child Development (MoWCD) to ensure convergence of urban health programmes.

- Oversee the implementation and progress of the National Urban Health Mission (NUHM) in coordination with MoHFW and state governments.

- Drive research, innovation, and capacity building initiatives to strengthen the urban health ecosystem and address emerging challenges.

- Manage the division's financial resources, including budget formulation, expenditure monitoring, and ensuring compliance with General Financial Rules (GFR).

- Represent the Ministry in high-level inter-ministerial committees, task forces, and national/international forums on urban health.

- Guide the development and dissemination of Information, Education, and Communication (IEC) materials and knowledge products to promote public health awareness in urban areas.

Activities

- Drafting and amending policy guidelines for urban health programs in convergence with MoHUA's core missions like SBM-U and DAY-NULM.

- Convening and chairing regular meetings with counterparts in MoHFW and MoWCD to review joint program progress and resolve implementation bottlenecks.

- Analyzing state-level implementation reports and dashboards for NUHM and providing feedback for course correction.

- Appraising proposals for research projects, pilot initiatives, and capacity building workshops in the field of urban health.

- Preparing budget estimates, expenditure plans, and notes for the Integrated Finance Division (IFD) and Parliamentary Committees.

- Preparing briefs and presentations for representing MoHUA's position in inter-ministerial task forces on public health.

- Reviewing and approving designs for public health awareness campaigns targeting urban populations.

- Conducting field visits to states/UTs to assess the on-ground implementation of urban health initiatives and interact with stakeholders.

Behavioral

- Strategic Leadership - Forward Thinking
- Collaborative Leadership - Influencing and Negotiation
- Decision Making - Sound Judgement
- Outcome Orientation - Accountability

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Implementation & Outreach
- Financial Management - Budget Formulation & Implementation
- Monitoring & Evaluation - Creation of M&E Framework

4 total

Domain

- Public Health Policy & Governance - National Urban Health Mission (NUHM) Framework
- Public Health Policy & Governance - Inter-Ministerial Convergence Mechanisms
- Public Health Policy & Governance - Health Scheme Monitoring & Evaluation
- Urban Health Systems - Primary Healthcare Delivery in Urban Settings
- Urban Health Systems - Epidemiology and Disease Surveillance in Cities
- Social Determinants of Health - Health Linkages with Urban Poverty & Livelihoods (DAY-NULM)
- Social Determinants of Health - Impact of Water, Sanitation and Hygiene (WASH) on Urban Health (AMRUT & SBM-U)
- Global & National Health Benchmarks - WHO Healthy Cities Programme & Global Best Practices

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Understanding and Application of Urban Planning

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Enhancing Gender Integration in Scaled and Sustained Government Health

Domain Competencies

Welfare - Women & Child Development

Relevancy - 97%

Course — AI Recommended - iGOT

Improving Health Governance and Service Delivery

Domain Competencies

Social - Health and Family Welfare

Relevancy - 96%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

National Health Mission

Domain Competencies

Social - Health and Family Welfare

Relevancy - 95%

Course

AI Recommended - iGOT

Climate Change and Public Health in India

Domain Competencies

Social - Health and Family Welfare

Relevancy - 92%

Course

AI Recommended - iGOT

Building Climate Resilient Healthcare Systems

Domain Competencies

Social - Health and Family Welfare

Relevancy - 91%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Behavioral Approaches for Maternal and Child Health

Domain Competencies

Welfare - Women & Child Development

Relevancy - 87%

Course

AI Recommended - iGOT

Basic Course on Health Technology Assessment for Decision-Makers

Domain Competencies

Social - Health and Family Welfare

Relevancy - 86%

Course

AI Recommended - iGOT

Sustainable Sanitation and Water Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Ayushman Bharat Digital Mission

Domain Competencies

Social - Health and Family Welfare

Relevancy - 84%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 83%

Course

AI Recommended - iGOT

Climate and Disaster Resilient Cities Preparedness

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Digital Transformation eSanjeevani

Domain Competencies

Social - Health and Family Welfare

Relevancy - 82%

Course

AI Recommended - iGOT

Geographic Information System based Master Plan for Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

AI led Digital Transformation in Urban Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Budget Execution and Monitoring

Functional Competencies

Financial Management - Budget Formulation & Implementation

Relevancy - 98%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 97%

Course

AI Recommended - iGOT

Formulation of Public Policies

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Research & Need Analysis

Relevancy - 96%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Financial Management - Budget Formulation & Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy monitoring & impact assessment

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 94%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 91%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 90%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Understanding Government Budgeting

Functional Competencies

- Financial Management - Budget Formulation & Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Evaluating Investment Proposals Through Capital Budgeting Techniques

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 84%

Course

AI Recommended - iGOT

Innovative Marketing and Branding Approaches for Government Outreach

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration
- Information & Communication Management - Management of information on official websites

Relevancy - 83%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 98%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 95%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 94%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 93%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 92%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 89%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Negotiation

Behavioral Competencies

- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement

Relevancy - 87%

Course

AI Recommended - iGOT

Foundations of Effective Decision-Making in Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Managing Power and Politics and Conflict for Effective Leadership

Behavioral Competencies

Collaborative Leadership - Conflict Management

Collaborative Leadership - Influencing and Negotiation

Self-Awareness - Self-Analysis

Decision Making - Sound Judgement

Team Leadership - Inspiring others

Relevancy - 85%

Course

AI Recommended - iGOT

Conflict Resolution and Negotiation

Behavioral Competencies

Collaborative Leadership - Conflict Management

Collaborative Leadership - Influencing and Negotiation

Relevancy - 84%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

Decision Making - Sound Judgement

Decision Making - Logical Reasoning

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Communication - Presentation Skills

Relevancy - 83%

Course

AI Recommended - iGOT

Leadership

Behavioral Competencies

Team Leadership - Inspiring others

Team Leadership - Mentoring

Relevancy - 82%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 80%

Deputy Secretary

Urban Transport Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage policy matters related to urban transport, including Metro Rail, RRTS, and other mass transit systems.

- Oversee the appraisal of Detailed Project Reports (DPRs) for new metro and other urban transport projects.

- Coordinate the implementation of the National Urban Transport Policy (NUTP) and schemes like PM-eBus Sewa.

- Handle legislative matters related to urban transport, including amendments to Metro Rail Acts.

- Facilitate inter-ministerial coordination with Ministry of Railways, Ministry of Road Transport & Highways, and others.

- Manage financial aspects of UT projects, including funding patterns, fare fixation, and value capture finance.

- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Examine and process DPRs for metro rail projects for approval by competent authorities.

- Draft policy notes and cabinet briefs on urban transport policies and projects.

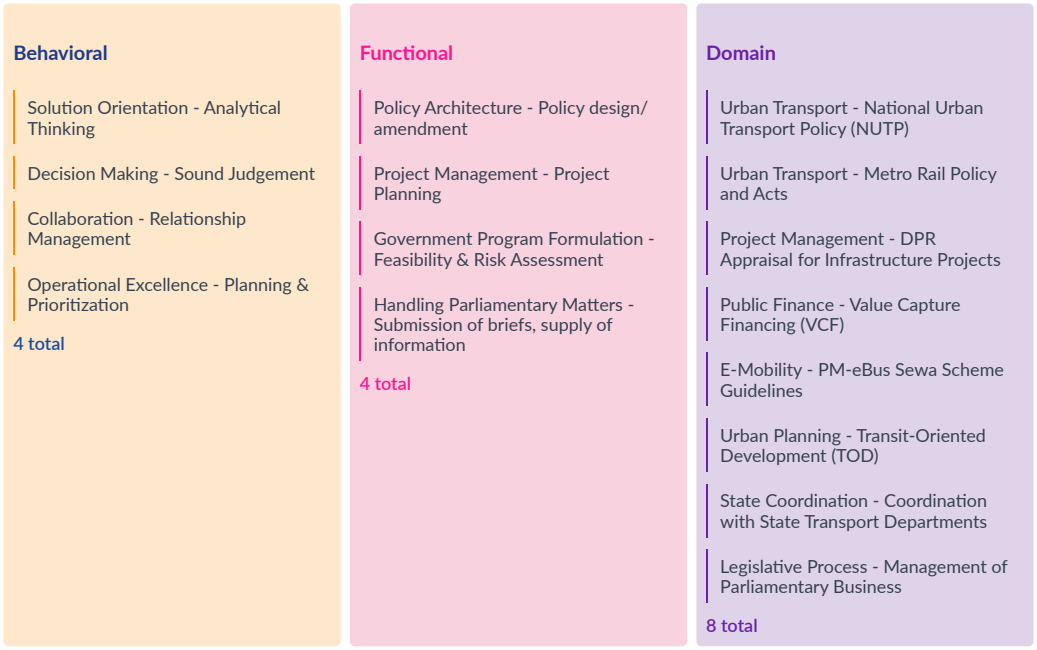
- Supervise the implementation of the PM-eBus Sewa scheme and monitor its progress.

- Prepare responses to Parliament Questions, RTI applications, and court cases related to urban transport.

- Organize meetings of the Central Sanctioning and Monitoring Committee for UT projects.

- Coordinate with state governments on issues related to land acquisition, project execution, and operationalization of transport systems.

- Review and analyze proposals for fare fixation and revision for metro rail networks.



Recommended Courses:

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 98%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 93%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Foundations of Public Policy and Policy Analysis

Functional Competencies

- Policy Architecture - Policy design/ amendment

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 98%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 95%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 94%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 89%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 81%

Deputy Secretary

Urban Development Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage policy matters related to urban development, urban planning, and local self-government.
- Oversee the implementation of urban reforms and capacity building initiatives for ULBs.
- Handle matters related to the 74th Constitutional Amendment Act and Model Municipal Law.
- Coordinate with the Town and Country Planning Organisation (TCPO) on planning-related schemes and policies.
- Manage programs related to urban knowledge networks, research studies, and dissemination of best practices.
- Facilitate the implementation of planning reforms and schemes like the Urban Challenge Fund.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Draft policy notes and guidelines on urban planning reforms, such as GIS-based master plans and land pooling.

- Review and process proposals for research studies and capacity building programs for ULBs.
- Coordinate with states on the adoption and implementation of the Model Municipal Law.
- Prepare briefs and responses for parliamentary matters related to urban development and governance.
- Organize workshops and seminars to disseminate best practices in urban planning and management.
- Supervise the work of Under Secretaries and Section Officers within the UD Division.
- Liaise with NITI Aayog and other think tanks on urban policy issues.

Behavioral

- Strategic Leadership - Forward Thinking
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management
- Decision Making - Sound Judgement

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Citizen Centricity - Citizen Partnering & Collaboration
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Urban Planning - GIS-based Master Planning
- Urban Governance - 74th Constitutional Amendment Act
- Urban Governance - Model Municipal Law
- Capacity Building - Frameworks for ULB Capacity Enhancement
- Public Finance - Urban Challenge Fund Guidelines
- Land Management - Land Pooling and Value Capture Finance
- Knowledge Management - Urban Knowledge Networks and Best Practices
- State Coordination - Driving Urban Reforms in States

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 98%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course — AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

Integrated Approaches to Peri-Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Urban Flooding Challenges and Solutions

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Design Thinking for Citizen-Centric Public Policy

Functional Competencies

Citizen Centricity - Design Thinking

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Relevancy - 97%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 95%

Course

AI Recommended - iGOT

Service Delivery Management

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Change Management - Change Implementation
- Citizen Centricity - Design Thinking
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

MyGov Platform for Public Participation and Impact

Functional Competencies

- Information & Communication Management - Management of information on official websites
- Data Analytics - Data Management

Relevancy - 86%

Course

AI Recommended - iGOT

Case Study Writing for Policy and Practice

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Information & Communication Management - Dissemination of Information

Relevancy - 85%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 83%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 96%

Course

AI Recommended - iGOT

Strategic Planning and Growth

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization

Relevancy - 95%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 94%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 91%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 90%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 89%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 86%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 84%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 82%

Deputy Secretary

Urban Events & Knowledge Networks Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the planning and execution of national and international urban events, conferences, and exhibitions for the Ministry.
- Oversee the development and management of urban knowledge networks and platforms.
- Coordinate with various missions and divisions for content creation and dissemination through knowledge products.
- Manage partnerships with academic institutions, think tanks, and international organizations for knowledge exchange.
- Supervise the Ministry's Information, Education, and Communication (IEC) and media outreach strategies.
- Handle administrative and financial matters related to the division's activities.
- Coordination with State Governments for scheme implementation, policy feedback, and capacity building.

Activities

- Develop concept notes and action plans for major urban events like the World Urban Forum and Urban Mobility India conference.
- Liaise with event management agencies, venue providers, and other vendors.
- Supervise the content development for knowledge portals and publications.
- Draft MoUs and partnership agreements with knowledge partners.
- Coordinate with the media wing for press releases, social media campaigns, and media coverage of events.
- Manage the budget for events and knowledge management activities.
- Prepare progress reports and briefs for senior management on the division's initiatives.

Behavioral	Functional	Domain
Operational Excellence - Planning & Prioritization	Project Management - Project Planning	Event Management - Large-Scale Conference and Exhibition Planning
Collaboration - Relationship Management	Information & Communication Management - Dissemination of Information	Knowledge Management - Digital Knowledge Platforms and Networks

Communication - Verbal & Non-Verbal Fluency

Creativity & Innovation - Lateral Thinking

4 total

Public Procurement (GFR) - Contract Management

Financial Management - Budget Formulation & Implementation

4 total

Public Relations - Media and IEC Strategy

Stakeholder Management - Partnerships with Academia and International Bodies

Contract Management - Vendor and Agency Management

Financial Management - Event Budgeting and Expenditure Control

International Relations - Protocol for International Events

Urban Affairs - Contemporary Urban Issues and Best Practices

8 total

Recommended Courses:

Course

AI Recommended - iGOT

MICE Industry: Powering Global Business and Networking

Domain Competencies

Commerce and Industry - Department for Promotion of Industry and Internal Trade

Relevancy - 98%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 96%

Course

AI Recommended - iGOT

AI-Enabled Knowledge Management for Governance

Functional Competencies

Change Management - Change Implementation

Digital Fluency - AI/ML tools

Data Analytics - Data led Decision making

Relevancy - 95%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Vendor / Consultant Management

Project Management - Project Planning

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Marketing and Social Media Strategies for Governance

Functional Competencies

- Information & Communication Management - Handling social media
- Information & Communication Management - Management of information on official websites
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 94%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 93%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Understanding Digital Marketing for Government Officers

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 90%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Smart Social Media Practices for Public Servants

Functional Competencies

- Information & Communication Management - Handling social media
- Information & Communication Management - Dissemination of Information
- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 88%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 80%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 95%

Course

AI Recommended - iGOT

The Art and Science of Communication

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Communication - Presentation Skills
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 94%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation

Relevancy - 92%

Course

AI Recommended - iGOT

Effective Communication: The Cornerstone of Great Leadership

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Personal Effectiveness - Stress Management
- Team Leadership - Sharing constructive feedback

Relevancy - 91%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 90%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 84%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 81%

Under Secretary (Administrative Reforms)

Administrative Division

Behavioral: 4 total Functional: 6 total Domain: 8 total

Roles & Responsibilities

- Oversee all service matters for CSS, CSSS, CPHEEO, IES/ISS, and All India Services cadres, including promotions, transfers, and postings.

- Manage the engagement and service conditions of consultants and personal staff in the offices of Hon'ble Ministers.

- Handle administrative approvals for Ex-India Leave, passport applications, and disciplinary proceedings for various officials.

- Ensure timely management of APARs through the eHRMS portal and handle all RTI, Public Grievance, and Parliament matters pertaining to the administration wing.

- Coordinate and process all training-related matters, excluding mandatory training programs.

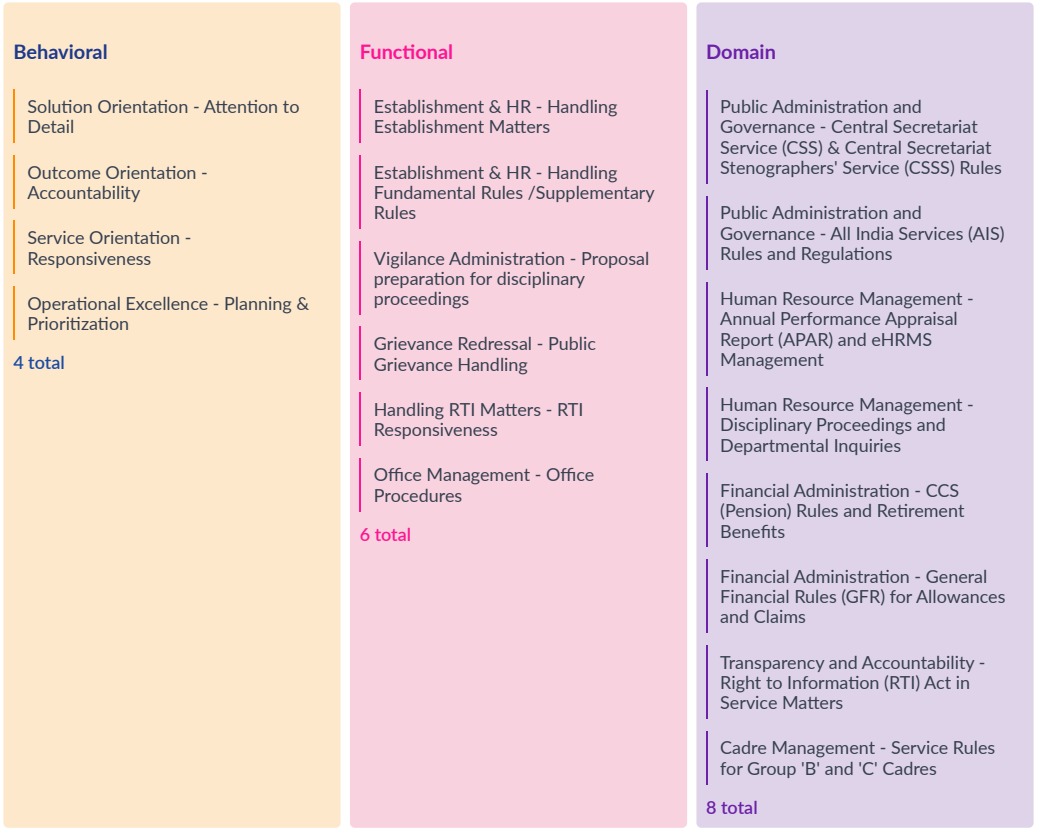
- Process and manage miscellaneous administrative and service-related tasks such as MACP, confirmation, deputation, and claims like Children Education Allowance.

- Supervise all service-related matters for Group 'B', 'C', and 'D' cadres, including MTS, JTO, STO, Stenographers, Drivers, and DEOs.

- Handle all pension-related cases, including settlement, grievances, and maintenance of service records, LTC, and CGHS matters.

Activities

- Examine and process files related to the promotion, increment, transfer, and posting for officers of CSS, CSSS, and other cadres.
- Manage the end-to-end process for engaging consultants, from appointment to termination.
- Process and issue necessary orders for disciplinary cases, including charge sheets and inquiry reports.
- Monitor the timely submission and review of Annual Performance Appraisal Reports (APAR) on the eHRMS platform.
- Draft and vet responses to RTI applications, Parliament Questions, and public grievances concerning administrative issues.
- Process pension and retirement benefit claims, ensuring compliance with CCS (Pension) Rules.
- Maintain and update service books, leave records, and LTC claims for various cadres.
- Handle administrative functions on various government portals such as e-Sampada for housing and PFMS for payments.



Recommended Courses:

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Chargesheet under CCS(CCA) Rules 1965

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Litigation Management - Legal Know-How

Relevancy - 96%

Course

AI Recommended - iGOT

Vigilance Clearance

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Provisions on Suspension
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Handling prosecution cases

Relevancy - 93%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules

Relevancy - 92%

Course

AI Recommended - iGOT

Conduct of Inquiry in Disciplinary Matters

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Establishment & HR - Handling Establishment Matters

Relevancy - 90%

Course

AI Recommended - iGOT

Transfer and Posting

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 89%

Course

AI Recommended - iGOT

Departmental Inquiry Procedure

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Relevancy - 88%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Appeal Revision and Review

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Litigation Management - Legal Know-How

Establishment & HR - Handling Establishment Matters

Relevancy - 87%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Handling Appointment Matters in CS Wing of DoPT

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 85%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

All India Services Deputation Guidelines

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 80%

Course

AI Recommended - iGOT

Filing of APAR and AIPR through SPARROW

Functional Competencies

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Office Management - E-Office

Relevancy - 80%

Course

AI Recommended - iGOT

APAR Empowering The Karmayogi

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Office Management - Office Procedures

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 82%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 80%

Under Secretary

AMRUT Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the processing of proposals and projects under the Atal Mission for Rejuvenation and Urban Transformation (AMRUT).
- Handle all matters related to the implementation of AMRUT in a specific set of states/UTs.
- Oversee the release of central assistance and monitor fund utilization by the states.
- Address parliamentary matters, RTI applications, and public grievances related to the assigned AMRUT desk.
- Coordinate with State Mission Directorates and ULBs to ensure compliance with mission guidelines.
- Assist in the preparation of agenda, minutes, and action-taken reports for the Apex Committee meetings.

Activities

- Examine State Annual Action Plans (SAAPs) and project proposals for compliance with AMRUT guidelines.
- Draft sanction orders for the release of central assistance to states.
- Monitor physical and financial progress of projects through the AMRUT MIS portal.
- Prepare draft responses for Parliament Questions and RTI queries.
- Process files related to capacity building, reforms, and other components of the mission.

- Liaise with the Integrated Finance Division (IFD) for financial concurrence.

- Maintain records and files for the assigned desk in accordance with office procedures.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Accountability
- Operational Excellence - Process Excellence
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures
- Project Management - Project Evaluation & Monitoring
- Financial Management - PFMS Portal Management

4 total

Domain

- AMRUT Mission - AMRUT 2.0 Guidelines and Operational Framework
- Urban Water Management - State Water Action Plans (SWAPs)
- Urban Infrastructure - Water Supply and Sewerage Projects
- Project Appraisal - Scrutiny of Detailed Project Reports (DPRs)
- Financial Management - Fund Release and Utilization Tracking
- Scheme Monitoring - MIS Portal and Data Analysis
- Administrative Procedures - File and DAK Management
- Parliamentary Procedures - Handling Parliament Questions and Assurances

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Operations and Maintenance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 96%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 92%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 92%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 88%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 82%

Under Secretary

Budget Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the preparation of the Ministry's annual budget, including Detailed Demands for Grants and the Outcome Budget.
- Coordinate with all divisions and attached/subordinate offices for the collection of budget estimates.
- Handle all matters related to the re-appropriation of funds and supplementary demands for grants.
- Monitor the expenditure of the Ministry and prepare periodic expenditure reports.
- Address matters related to the Public Accounts Committee (PAC) and other financial committees of the Parliament.
- Liaise with the Ministry of Finance on all budgetary matters.

Activities

- Consolidate budget proposals received from various divisions of the Ministry.
- Draft the Detailed Demands for Grants and Outcome Budget documents for submission to Parliament.
- Process proposals for re-appropriation of funds and prepare necessary documentation.
- Track monthly expenditure against budget allocations and report variances.
- Prepare draft responses and action-taken notes for PAC paras and audit observations.
- Examine proposals for financial implications and ensure adherence to budgetary provisions.
- Maintain all records and registers related to the budget and expenditure of the Ministry.

Behavioral

- Solution Orientation - Attention to Detail
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Operational Excellence - Process Excellence

4 total

Functional

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Public Finance - Budget Formulation and Process
- Financial Management - General Financial Rules (GFR) 2017
- Budgeting - Outcome Budget Framework
- Financial Reporting - Preparation of Demands for Grants
- Audit - Handling Public Accounts Committee (PAC) Matters
- Public Expenditure - Expenditure Control and Monitoring

Inter-Ministerial Coordination - Liaison with Ministry of Finance

Financial Systems - Public Financial Management System (PFMS)

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Audit Follow Up and Parliamentary Oversight

Domain Competencies

Finance and Economy - Expenditure

Relevancy - 90%

Course — AI Recommended - iGOT

Understanding Government Budgeting

Functional Competencies

Financial Management - Budget Formulation & Implementation

Relevancy - 99%

Course — AI Recommended - iGOT

Budget Execution and Monitoring

Functional Competencies

Financial Management - Budget Formulation & Implementation

Relevancy - 99%

Course — AI Recommended - iGOT

Budget and Related Activities

Functional Competencies

Financial Management - Budget Formulation & Implementation

Financial Management - Expenditure Management

Relevancy - 98%

Course — AI Recommended - iGOT

Budget formulation in Government of India

Functional Competencies

Financial Management - Budget Formulation & Implementation

Relevancy - 98%

Course — AI Recommended - iGOT

GFR 2017- General System of Financial Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Government accounts

Relevancy - 97%

Course — AI Recommended - iGOT

General Financial Rules

Functional Competencies

Public Procurement (GFR) - Procurement of Services / Goods / Works

Relevancy - 97%

Course — AI Recommended - iGOT

Financial Administration

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Government accounts

Relevancy - 96%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management

Relevancy - 95%

Course

AI Recommended - iGOT

Noting and Drafting

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Compilation of Monthly and Appropriation and Finance Accounts

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts

Relevancy - 94%

Course

AI Recommended - iGOT

सरकारी कार्यों के लिए प्रभावी नोटिंग एवं ड्राफ्टिंग

Functional Competencies

- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Concept of Budget and Constitutional framework

Functional Competencies

- Financial Management - Budget Formulation & Implementation

Relevancy - 93%

Course

AI Recommended - iGOT

Inclusive Public Finance: Gender Responsive Budgeting

Functional Competencies

- Financial Management - Government accounts

Relevancy - 92%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 91%

Course

AI Recommended - iGOT

Budget Documents Presentation and Passing of Budget

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management

Relevancy - 90%

Course

AI Recommended - iGOT

Secretariat Functioning in File

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 90%

Course

AI Recommended - iGOT

Principles and Structure and Classification of Government Accounting

Functional Competencies

- Financial Management - Government accounts

Relevancy - 89%

Course

AI Recommended - iGOT

Understanding Financial Statements

Functional Competencies

- Financial Management - Government accounts

Relevancy - 88%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Accounting Standards -Concept and International Best Practices - IPSAS

Functional Competencies

- Financial Management - Government accounts
- Financial Management - Expenditure Management

Relevancy - 87%

Course

AI Recommended - iGOT

Preparation of Cabinet Notes

Functional Competencies

- Cabinet note preparation - Cabinet note writing
- Cabinet note preparation - Rules of business (AoB/ToB)
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Problem Solving and Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 90%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 89%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Foundations of Effective Decision-Making in Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 87%

Course

AI Recommended - iGOT

Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 86%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Time Management

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Goal Setting

Relevancy - 82%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Course

AI Recommended - iGOT

Leading from Within: Behavioural Strategies for Self-Leadership

Behavioral Competencies

- Personal Effectiveness - Resilience
- Decision Making - Sound Judgement

Relevancy - 80%

Course

AI Recommended - iGOT

Effective Communication in Government Service

Behavioral Competencies

Communication - Active Listening

Communication - Verbal & Non-Verbal Fluency

Relevancy - 80%

Under Secretary (Training)

Capacity Building Unit (CBUD) & Mission Karmayogi Cell

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Manage the operational execution of Mission Karmayogi initiatives and the Annual Capacity Building Plan (ACBP).

- Process proposals for training programs, including Memorandums of Understanding (MoUs) with knowledge partners and financial sanctions for fund release.

- Draft responses and briefs for Parliament Questions, RTI applications, and VIP references concerning capacity building and training.

- Monitor and report on key capacity building metrics, including iGOT course consumption, learning hours, and training outcomes.

- Coordinate with training institutions and knowledge partners for content creation, curriculum development, and organizing exposure interventions.

- Support the monitoring and ensure compliance of APAR-linked mandatory training courses for all ministry officials.

- Oversee the file management and payment processing for the Integrated Capacity Building Programme (ICBP).

Activities

- Examine and process proposals received from various divisions for domestic and foreign training programs.

- Draft and process Memorandums of Understanding (MoUs) with training institutions and knowledge partners.

- Prepare notes and process files for the sanction and release of funds for approved training activities using the PFMS portal.

- Compile information from various divisions to draft replies for parliamentary matters and RTI queries related to training.

- Utilize the iGOT Karmayogi platform's dashboard to track and generate reports on employee training progress and outcomes.

- Liaise with institutions like NIUA, IIMs, and other Centres of Excellence to schedule and organize training sessions.

- Maintain records of APAR-linked course completions and send reminders to officials for compliance.

- Manage the end-to-end file lifecycle for ICBP, from proposal submission to payment processing and utilization certificate submission.

Behavioral

- Operational Excellence - Planning & Prioritization
- Solution Orientation - Attention to Detail
- Collaboration - Relationship Management
- Outcome Orientation -

Functional

- Office Management - Noting & Drafting of official Communications
- Financial Management - Expenditure Management
- Handling Parliamentary Matters - Submission of briefs, supply of information

Domain

- Capacity Building Management - Mission Karmayogi Framework & Principles
- Capacity Building Management - Annual Capacity Building Plan (ACBP) Implementation
- Capacity Building Management - iGOT Karmayogi Platform

Accountability

4 total

Change Management - Change Implementation

Monitoring & Evaluation - Creation of M&E Framework

5 total

Administration & Reporting

Capacity Building Management - Training Needs Analysis (TNA) Process

Urban Development & Housing - Knowledge of MoHUA Schemes (SBM, AMRUT, PMAY-U)

Partnership Management - Coordination with Training Institutions & Knowledge Partners

Financial Management in Training - Processing of Integrated Capacity Building Programme (ICBP) Proposals

Performance Management - Monitoring of APAR-Linked Training Compliance

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Introduction to Karmayogi Competency Model (KCM)

Domain Competencies

Governance - Personnel and Training

Relevancy - 95%

Course

AI Recommended - iGOT

Accreditation of Civil Service Training Institutes

Domain Competencies

Governance - Personnel and Training

Relevancy - 90%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Mission Karmayogi Guidelines

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 98%

Course

AI Recommended - iGOT

Understanding Mission Karmayogi

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 98%

Course

AI Recommended - iGOT

Impact Assessment of Training Programmes

Functional Competencies

Monitoring & Evaluation - Evaluation of outcomes / outputs

Monitoring & Evaluation - Creation of M&E Framework

Policy Architecture - Policy monitoring & impact assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

APAR Empowering The Karmayogi

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Office Management - Office Procedures

Relevancy - 94%

Course

AI Recommended - iGOT

Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management

Relevancy - 92%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 88%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 86%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Implementation and Change Management

Functional Competencies

- Change Management - Change Implementation
- Change Management - Change Impact Assessment
- Project Management - Project Planning
- Project Management - Project Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Organisational Change Management-Advanced

Functional Competencies

- Change Management - Change Readiness
- Change Management - Change Implementation
- Change Management - Change Impact Assessment

Relevancy - 84%

Course

AI Recommended - iGOT

Faculty Development Programme

Functional Competencies

- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 80%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 80%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Under Secretary

Central Vista Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage day-to-day administrative and coordination matters of the Central Vista Redevelopment Project.
- Process files related to project approvals, contract management, and inter-ministerial coordination.
- Monitor the progress of various components of the project, such as the New Parliament Building and Common Central Secretariat.
- Handle parliamentary matters, RTI applications, and court cases related to the Central Vista project.
- Coordinate with the executing agency (CPWD) and other stakeholders to ensure timely project execution.
- Assist in the preparation of progress reports, presentations, and briefs for high-level review meetings.

Activities

- Process and examine proposals related to project execution and contract variations.
- Draft communications to CPWD, contractors, and other concerned agencies.
- Maintain records of project milestones, financial progress, and key decisions.
- Prepare draft responses to Parliament Questions and RTI queries about the project.
- Organize and prepare minutes for meetings of the Central Vista Oversight Committee.
- Liaise with the finance division for processing payments and ensuring budgetary compliance.
- Handle logistical and administrative arrangements for site visits and review meetings.

Behavioral	Functional	Domain
Operational Excellence - Planning & Prioritization	Project Management - Project Implementation	Project Management - Large-Scale Infrastructure Project Coordination
Solution Orientation - Attention to Detail	Project Management - Project Evaluation & Monitoring	Contract Management - CPWD Works Manual and Contracts
Outcome Orientation - Accountability	Public Procurement (GFR) - Contract Management	Heritage Conservation - Guidelines for Redevelopment in Heritage Zones

Collaboration - Relationship Management

4 total

Office Management - Noting & Drafting of official Communications

4 total

Stakeholder Management - Coordination with CPWD and other agencies

Financial Management - Project Budgeting and Expenditure Tracking

Legal Affairs - Handling Court Cases and Litigation

Administrative Procedures - File Management and Record Keeping

Parliamentary Procedures - Responding to Parliamentary Queries

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Executing Large Scale Digital Transformation Projects

Domain Competencies

Technology - Electronics and Information Technology

Relevancy - 83%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 98%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

Public Procurement (GFR) - Contract Management

Relevancy - 93%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Vendor / Consultant Management

Project Management - Project Planning

Relevancy - 92%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 91%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 88%

Course

AI Recommended - iGOT

परामर्श और अन्य सेवाओं की खरीद के लिए संविदा प्रबंधन

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 88%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 88%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 81%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 80%

Under Secretary

Coordination Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Coordinate the flow of information and files between various divisions of the Ministry.
- Manage the monitoring and reporting of flagship schemes to external bodies like PMO, Cabinet Secretariat, and NITI Aayog.
- Handle the compilation of reports for high-level meetings, including monthly summaries and annual reports.
- Oversee the management of the Ministry's central registry and DAK (mail) handling.
- Ensure timely submission of information from all divisions for consolidated reports and briefs.
- Manage matters related to inter-ministerial consultations and coordination.

Activities

- Consolidate inputs from all missions and divisions for reports on platforms like Pragati and e-Samiksha.
- Draft the monthly summary for the Cabinet and other periodic reports on the Ministry's performance.
- Circulate minutes of senior officers' meetings and track the implementation of decisions.
- Process files requiring inter-ministerial comments and ensure timely responses.
- Supervise the central DAK section to ensure efficient receipt and distribution of official correspondence.
- Prepare briefs for the Secretary and other senior officers for inter-ministerial meetings.
- Maintain a central repository of key policy decisions and circulars.

Behavioral

- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Operational Excellence - Process Excellence
- Communication - Verbal & Non-Verbal Fluency

4 total

Functional

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Monitoring & Evaluation - Creation of M&E Framework
- Office Management - File/DAK Management

4 total

Domain

- Inter-Ministerial Coordination - Procedures and Protocols
- Government Reporting - Pragati and e-Samiksha Portal Management
- Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
- Information Management - Consolidation and Synthesis of Reports
- Scheme Monitoring - Output-Outcome Monitoring Framework (OOMF)
- Record Management - Central Registry and DAK Handling
- Cabinet Procedures - Preparation of Monthly Summary for Cabinet
- Stakeholder Management - Liaison with PMO, Cabinet Secretariat, and NITI Aayog

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 90%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

Information & Communication Management - Dissemination of Information

Information & Communication Management - Management of information on official websites

Relevancy - 98%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 92%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 91%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Financial Management - Budget Formulation & Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 85%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 91%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 84%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 84%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 81%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Under Secretary

Delhi Division

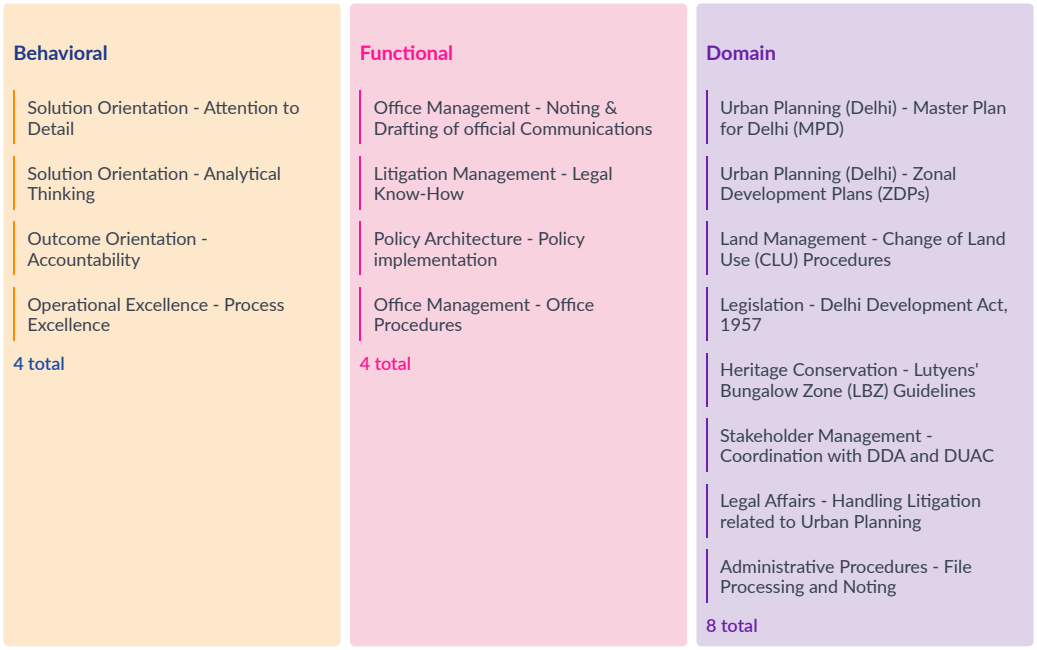
Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage all matters related to the Master Plan for Delhi (MPD) and Zonal Development Plans (ZDPs).
- Process proposals for change of land use (CLU) under the Delhi Development Act.
- Handle policy matters concerning the Lutyens' Bungalow Zone (LBZ) guidelines and heritage conservation in Delhi.
- Coordinate with the Delhi Development Authority (DDA) on planning and development issues.
- Address parliamentary matters, RTI applications, and court cases related to Delhi's master planning.
- Assist in the formulation of policies and amendments related to urban planning in Delhi.

Activities

- Examine and process proposals for amendments to the Master Plan for Delhi.
- Draft notifications for changes in land use for approval and publication.
- Prepare briefs and notes on policy issues related to urban planning for senior officers.
- Coordinate meetings with DDA, DUAC, and other stakeholders on planning matters.
- Prepare draft responses to Parliament Questions and court cases concerning MPD and land use.
- Process files related to the declaration of development areas and urban extension.
- Maintain records of all planning-related policies, notifications, and court judgments.



Recommended Courses:

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

National Highway Land Acquisition: Compensation Awards and Legal Cases

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 89%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 86%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 85%

Course

AI Recommended - iGOT

Appeal Revision and Review

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How
- Establishment & HR - Handling Establishment Matters

Relevancy - 83%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 93%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 92%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 81%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 80%

Under Secretary

Finance Commission Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Act as the nodal officer for all matters related to the Finance Commission.
- Coordinate the preparation of the Ministry's memorandum for submission to the Finance Commission.
- Compile data and information from all divisions and states as required by the Commission.
- Handle all correspondence and queries from the Finance Commission Secretariat.
- Monitor the implementation of the Finance Commission's recommendations pertaining to the urban sector.
- Organize meetings and consultations with states and ULBs regarding Finance Commission matters.

Activities

- Draft the Ministry's memorandum based on inputs from various divisions and missions.
- Consolidate financial data, performance reports, and policy documents for the Commission.
- Prepare detailed responses to questionnaires and queries issued by the Finance Commission.
- Coordinate visits of the Finance Commission members to states and urban areas.
- Track the release and utilization of Finance Commission grants for ULBs.
- Prepare action-taken reports on the implementation of the Commission's recommendations.
- Maintain a comprehensive record of all Finance Commission related documents.

Behavioral

- Solution Orientation - Attention to Detail
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Collaboration - Relationship Management

4 total

Functional

- Data Analytics - Data Management
- Office Management - Technical Proposal / Report writing
- Financial Management - Budget Formulation & Implementation
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Public Finance - Finance Commission Procedures and Mandate
- Fiscal Federalism - Centre-State Financial Relations
- Municipal Finance - Financial Health and Grant Requirements of ULBs
- Data Management - Compilation and Analysis of Financial Data
- Policy Analysis - Preparation of Memoranda and Reports
- Inter-Governmental Coordination - Liaison with Finance Commission Secretariat
- Scheme Monitoring - Tracking Implementation of Recommendations
- Administrative Procedures - File and Correspondence Management

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Public Finance under Co-operative Federalism

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 94%

Course — AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course — AI Recommended - iGOT

GST for Urban Local Bodies

Domain Competencies

Finance and Economy - Revenue

Relevancy - 87%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Policy Architecture - Policy design/ amendment

Relevancy - 97%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

Evaluating Investment Proposals Through Capital Budgeting Techniques

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 87%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Under Secretary

HFA / PMAY Division

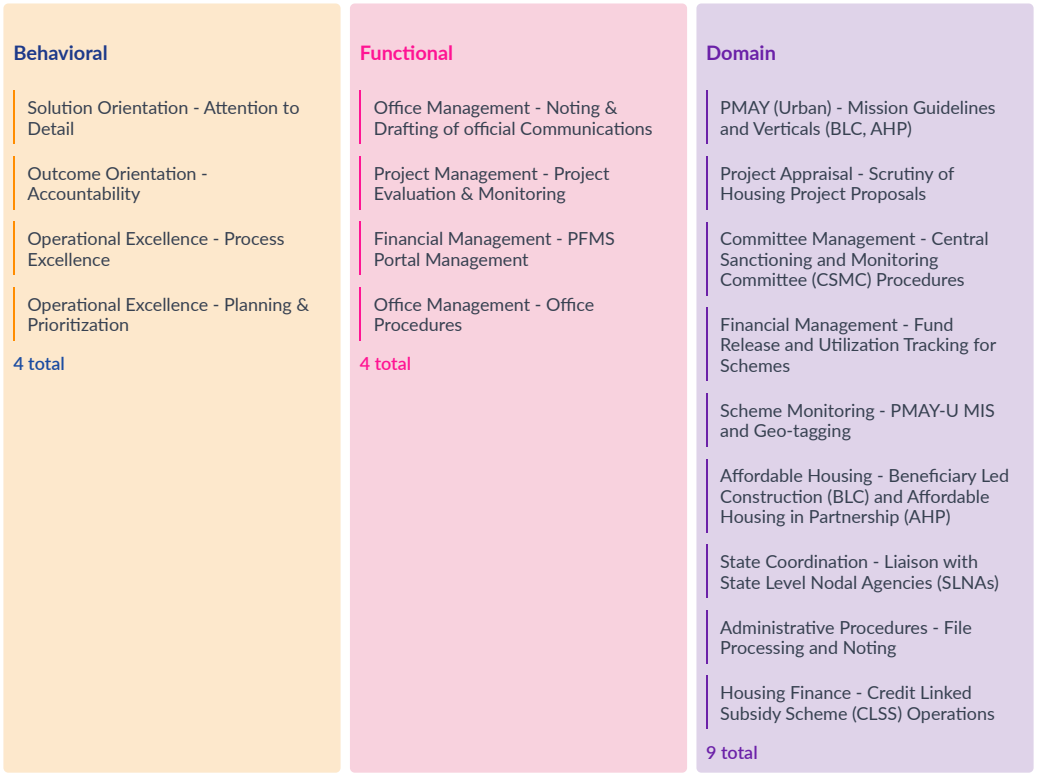
Behavioral: 4 total Functional: 4 total Domain: 9 total

Roles & Responsibilities

- Manage the implementation of Pradhan Mantri Awas Yojana (Urban) for a specific set of states/UTs.
- Process project proposals submitted by states under various verticals of PMAY-U, such as BLC and AHP.
- Handle matters related to the Central Sanctioning and Monitoring Committee (CSMC) for project approvals.
- Oversee the release of central assistance and monitor fund utilization and physical progress of projects.
- Address parliamentary matters, RTI applications, and public grievances related to the assigned states.
- Coordinate with State Level Nodal Agencies (SLNAs) to ensure compliance with mission guidelines.

Activities

- Examine and appraise project proposals received from states for CSMC consideration.
- Prepare agenda notes and background documents for CSMC meetings.
- Draft sanction orders for the release of funds to states for approved projects.
- Monitor project progress through the PMAY-U MIS portal, including geo-tagging of houses.
- Prepare draft responses to Parliament Questions and RTI queries on PMAY-U implementation.
- Liaise with the finance division for financial concurrence and fund disbursement.
- Process files related to policy clarifications and operational issues for the assigned states.



Recommended Courses:

Course

AI Recommended - iGOT

मध्यप्रदेश में प्रधानमंत्री आवास योजना-शहरी: प्रथम चरण एवं 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 88%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 85%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 85%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 82%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

Operational Excellence - Process Excellence

Operational Excellence - Continuous Improvement

Solution Orientation - Analytical Thinking

Outcome Orientation - Commitment to Quality

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 80%

Under Secretary

HRIDAY Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the residual matters of the National Heritage City Development and Augmentation Yojana (HRIDAY) scheme.
- Oversee the closure of projects, settlement of accounts, and submission of final utilization certificates.
- Coordinate with the 12 heritage cities and their respective state governments for the completion of pending works.
- Handle parliamentary matters, RTI applications, audit paras, and court cases related to the HRIDAY scheme.
- Prepare final reports and documentation for the formal closure of the scheme.
- Ensure proper archiving and management of all scheme-related records.

Activities

- Process files for the final release of funds and settlement of claims.
- Liaise with City Anchors and National Project Management Unit for project completion reports.
- Draft responses to audit observations from C&AG regarding HRIDAY expenditure.
- Prepare briefs for any ongoing court cases related to the scheme.
- Compile data and prepare a comprehensive scheme completion report.
- Coordinate with the finance division for the final reconciliation of accounts.
- Manage the process of archiving all physical and digital records of the HRIDAY mission.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Accountability
- Operational Excellence - Process Excellence
- Collaboration - Relationship Management

4 total

Functional

- Project Management - Project Implementation
- Financial Management - Government accounts
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Scheme Management - Project and Scheme Closure Procedures
- Heritage Conservation - HRIDAY Scheme Guidelines and Objectives
- Financial Management - Account Settlement and Utilization Certificates
- Audit - Responding to C&AG Audit Paras
- Record Management - Archiving of Scheme Files and Documents
- Legal Affairs - Handling Residual Litigation
- State Coordination - Coordination for Project Completion
- Reporting - Preparation of Scheme Completion Reports

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course — AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 80%

Course — AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Government accounts

Public Procurement (GFR) - Procurement of Services / Goods / Works

Vigilance Administration - Preventive Vigilance

Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 85%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Common Mistakes during Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Public Procurement (GFR) - Procurement Mgmt. through GeM
- Vigilance Administration - Preventive Vigilance

Relevancy - 82%

Course

AI Recommended - iGOT

Checklist of Items During the Audits

Functional Competencies

- Financial Management - Expenditure Management
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Material Management (GFR) - Inventory Management
- Establishment & HR - Handling Establishment Matters

Relevancy - 80%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 90%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

Outcome Orientation - Commitment to Quality

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 80%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 80%

Under Secretary

Housing Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage policy matters related to the Real Estate (Regulation and Development) Act, 2016 (RERA).
- Handle issues concerning the National Housing Policy and the development of rental housing markets.
- Oversee the implementation and promotion of the Model Tenancy Act.
- Coordinate with State RERAs and Appellate Tribunals on policy and implementation issues.
- Address parliamentary matters, RTI applications, and court cases related to housing policy and RERA.
- Manage matters related to housing finance, FDI in the real estate sector, and other emerging housing technologies.

Activities

- Process proposals for amendments to the RERA Act and its rules.
- Draft policy notes and clarifications on the Model Tenancy Act for states.
- Compile data and prepare reports on the implementation status of RERA across the country.

- Prepare briefs and counter-affidavits for court cases involving RERA and housing policies.
- Draft responses to Parliament Questions on real estate regulation and rental housing.
- Organize meetings of the Central Advisory Council for RERA.
- Liaise with housing finance companies and industry bodies on policy issues.

Behavioral

- Solution Orientation - Analytical Thinking
- Solution Orientation - Attention to Detail
- Outcome Orientation - Accountability
- Collaboration - Relationship Management

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Litigation Management - Legal Know-How
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Real Estate Regulation - Real Estate (Regulation and Development) Act, 2016 (RERA)
- Housing Policy - Model Tenancy Act
- Housing Policy - National Housing Policy
- Housing Finance - Policies and Regulations
- Foreign Investment - FDI Policy in Real Estate Sector
- State Coordination - Coordination with State RERAs
- Legal Affairs - Handling Litigation related to RERA
- Legislative Process - Policy Formulation and Amendment

8 total

Recommended Courses:

Course — AI Recommended - iGOT

रेरा अधिनियम का परिचय

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Maintenance of Land and Building Assets

Domain Competencies

Finance and Economy - Investment & Public Asset Management

Relevancy - 90%

Course — AI Recommended - iGOT

Refresher on Legislative Drafting

Domain Competencies

Governance - Legislative Department

Relevancy - 85%

Course — AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

ನ್ಯಾಯಾಲಯದಲ್ಲಿ ಸರ್ಕಾರಿ ಪ್ರಕರಣಗಳ ನಿರ್ವಹಣೆ

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications
- Vigilance Administration - Handling prosecution cases

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 88%

Course

AI Recommended - iGOT

Data Governance and Compliance: IT Act 2000 and DPDP Act 2023

Functional Competencies

- Data Analytics - Data Use and Governance
- Litigation Management - Legal Know-How
- Data Protection - Data Use and Governance

Relevancy - 85%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 82%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 80%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 80%

Course

AI Recommended - iGOT

Foundations of Public Policy and Policy Analysis

Functional Competencies

- Policy Architecture - Policy design/ amendment

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 82%

Under Secretary

Integrated Finance Division (IFD) Division

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Act as the financial advisor for specific schemes and divisions of the Ministry.
- Scrutinize and examine all proposals involving financial implications for concurrence by the Integrated Finance Division (IFD).
- Ensure compliance with General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), and other financial regulations.
- Monitor the expenditure of assigned schemes and divisions against budget allocations.
- Assist in the preparation of the Ministry's budget and handle matters related to re-appropriation.
- Provide financial advice on contract management, procurement, and other administrative matters.

Activities

- Examine proposals from various divisions to ensure financial propriety and adherence to rules.
- Record financial concurrence or observations on files before they are approved.
- Vet draft EFC/SFC memos and Cabinet Notes for financial accuracy and implications.
- Monitor expenditure through the PFMS portal and other financial reports.
- Process cases for re-appropriation of funds and supplementary grants.
- Provide inputs for the preparation of the Outcome Budget and Demands for Grants.
- Assist in the examination of audit paras and preparation of action-taken notes.

Behavioral

- Solution Orientation - Attention to Detail
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement

4 total

Functional

- Financial Management - Expenditure Management
- Financial Management - Budget Formulation & Implementation
- Financial Management - Government accounts
- Office Management - Noting & Drafting of official Communications
- Financial Management - PFMS Portal Management

5 total

Domain

- Financial Management - General Financial Rules (GFR) 2017
- Financial Management - Delegation of Financial Powers Rules (DFPR)
- Public Finance - Financial Scrutiny and Concurrence
- Project Appraisal - Appraisal of EFC/SFC Memoranda
- Public Expenditure - Expenditure Control and Monitoring
- Financial Systems - Public Financial Management System (PFMS)
- Budgeting - Budgetary Process and Control
- Audit - Handling of Audit Observations

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 80%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 92%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Government accounts

Public Procurement (GFR) - Procurement of Services / Goods / Works

Vigilance Administration - Preventive Vigilance

Office Management - Office Procedures

Relevancy - 88%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

Financial Management - Financial Management

Project Management - Project Evaluation & Monitoring

Policy Architecture - Policy implementation

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Human Decision Making and its Biases

Behavioral Competencies

Decision Making - Sound Judgement

Decision Making - Logical Reasoning

Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Critical Thinking

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 82%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 80%

Under Secretary (US)

LSG Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage and process policy and legislative matters concerning Urban Local Bodies (ULBs).
- Oversee issues related to the implementation and interpretation of the Constitution (74th Amendment) Act, 1992.
- Handle matters pertaining to the National Institute of Urban Affairs (NIUA) and other urban research institutions.
- Coordinate with State Governments on municipal laws, reforms, and capacity building of ULBs.
- Examine proposals for central assistance to ULBs under various schemes.
- Prepare briefs, notes, and responses for parliamentary matters related to local self-government.
- Manage RTI applications, public grievances, and court cases pertaining to the LSG Division.

Activities

- Draft notes on files related to state municipal acts and ULB governance.
- Analyze and provide comments on proposals for amendments to the 74th CAA.
- Process grant-in-aid proposals for NIUA and other institutions.
- Coordinate workshops and training programs for municipal functionaries.
- Prepare replies to Parliament Questions concerning ULBs and municipal reforms.
- Examine State Government proposals seeking clarification on municipal governance issues.
- Liaise with the Ministry of Law and Justice on legislative matters.
- Handle all administrative and establishment matters of the LSG division.

Behavioral

- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management
- Operational Excellence - Planning & Prioritization
- Decision Making - Sound Judgement

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Litigation Management - Legal Know-How

4 total

Domain

- Urban Governance - Constitution (74th Amendment) Act, 1992
- Urban Governance - State Municipal Acts and Bye-laws
- Policy Formulation - Legislative and Policy Matters of ULBs
- Institutional Management - National Institute of Urban Affairs (NIUA) Matters
- Municipal Finance - Financial Health and Reforms of ULBs
- State Coordination - Coordination with State Urban Development Departments
- Parliamentary Procedures - Handling Parliament Questions on Local Governance
- Legal Framework - Model Municipal Law

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 97%

Course

AI Recommended - iGOT

GST for Urban Local Bodies

Domain Competencies

Finance and Economy - Revenue

Relevancy - 92%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Foundations of Public Policy and Policy Analysis

Functional Competencies

- Policy Architecture - Policy design/ amendment

Relevancy - 88%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 85%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 98%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

Decision Making - Logical Reasoning

Collaboration - Relationship Management

Collaborative Leadership - Influencing and Negotiation

Relevancy - 88%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Mentoring

Team Leadership - Sharing constructive feedback

Service Orientation - Empathy

Self-Awareness - Self-Analysis

Relevancy - 82%

Under Secretary

Mission Coordination Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Coordinate across all flagship missions of the Ministry (SBM, AMRUT, SCM, PMAY, etc.) to ensure synergy and avoid overlaps.
- Monitor and report on the progress of missions to senior management and external bodies like PMO and Cabinet Secretariat.
- Manage the flow of information for high-level review meetings such as Pragati and e-Samiksha.
- Handle matters related to the Output-Outcome Monitoring Framework (OOMF) for all schemes.
- Serve as the nodal point for compiling consolidated reports, presentations, and briefs for the Ministry.
- Facilitate inter-ministerial coordination on cross-cutting issues affecting urban development.
- Manage public grievances and RTI applications that pertain to multiple missions or the Ministry as a whole.

Activities

- Compile and synthesize progress reports from all mission directorates.
- Prepare consolidated updates for Pragati and e-Samiksha portals.
- Draft briefs and talking points for the Secretary/Minister for high-level meetings.
- Coordinate with the Economic Division for data analysis and OOMF reporting.

- Organize inter-divisional meetings to resolve coordination issues.
- Track compliance of decisions made in inter-ministerial meetings.
- Route and track multi-mission related RTI applications and grievances.
- Maintain a central repository of key mission documents and data.

Behavioral

- Collaboration - Relationship Management
- Solution Orientation - Systems Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Verbal & Non-Verbal Fluency

4 total

Functional

- Monitoring & Evaluation - Creation of M&E Framework
- Data Analytics - Data Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Technical Proposal / Report writing

4 total

Domain

- Mission Management - Inter-Mission Coordination and Synergy
- Performance Monitoring - Pragati and e-Samiksha Portal Management
- Performance Monitoring - Output-Outcome Monitoring Framework (OOMF)
- Stakeholder Coordination - Liaison with PMO and Cabinet Secretariat
- Reporting and Documentation - Consolidated Ministry-level Reporting
- MoHUA Schemes - Overview of SBM, AMRUT, SCM, PMAY-U, NULM
- Grievance Redressal - Handling of Inter-Mission Grievances
- Data Management - Data collation from multiple mission directorates

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course — AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 88%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 99%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 98%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 94%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 94%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 93%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Case Study Writing for Policy and Practice

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Information & Communication Management - Dissemination of Information

Relevancy - 85%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 97%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 86%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 82%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 80%

Under Secretary

NUDM & NER Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the implementation of the National Urban Digital Mission (NUDM), including its various platforms like IUDX and NULP.
- Oversee all matters related to urban development in the North-Eastern Region (NER) and Hill States.
- Coordinate with states and ULBs for the adoption of NUDM's shared digital infrastructure.
- Process proposals for central assistance for urban projects in NER states.
- Handle matters related to the Urban Observatory Network and legacy Integrated Command and Control Centre (ICCC) issues from SCM.
- Act as the Chief Information Security Officer (CISO) for the ministry, overseeing digital and IT security matters.
- Manage parliamentary questions, RTI applications, and court cases related to NUDM and NER.

Activities

- Draft policy notes and guidelines for NUDM implementation.
- Review and process project proposals from NER states.
- Organize workshops and capacity building sessions for states on NUDM platforms.
- Liaise with NIC and other technical agencies for IT and security support.
- Prepare briefs and reports on the progress of NUDM and NER projects.
- Monitor the utilization of funds allocated for NER urban development.
- Handle procurement and contract management for IT services related to the division.
- Respond to cybersecurity incidents and ensure compliance with security protocols.

Behavioral

- Solution Orientation - Systems Thinking
- Collaboration - Relationship Management
- Operational Excellence - Planning & Prioritization
- Creativity & Innovation - Transformation Orientation

4 total

Functional

- Project Management - Project Implementation
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms
- Digital Fluency - Digital Service Design
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Digital Governance - National Urban Digital Mission (NUDM) Framework
- Digital Governance - India Urban Data Exchange (IUDX) and NULP
- Regional Development - Urban Development in North-Eastern Region (NER)
- Smart Cities - Integrated Command and Control Centres (ICCCs)
- IT Security - Cybersecurity Policies and Protocols
- Project Management - Appraisal of Urban Projects in NER
- State Coordination - Liaison with NER State Governments
- Data Management - Urban Observatory Network

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Bridging Innovation and Security

Domain Competencies

Technology - Electronics and Information Technology

Relevancy - 94%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 89%

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Fundamentals of the Digital Public Infrastructure Approach

Functional Competencies

- Digital Fluency - Digital Service Design
- Policy Architecture - Policy implementation
- Project Management - Project Planning
- Data Analytics - Data Use and Governance

Relevancy - 98%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 98%

Course

AI Recommended - iGOT

Implementation of National IT Projects in Government Sector

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Public Procurement (GFR) - Vendor / Consultant Management
- Data Analytics - Data Management
- Change Management - Change Readiness
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 97%

Course

AI Recommended - iGOT

Governance, Risk and Compliance

Functional Competencies

- Data Protection - Data Use and Governance
- Data Analytics - Data Use and Governance
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 95%

Course

AI Recommended - iGOT

Securing digital transformation and e-governance

Functional Competencies

- Data Analytics - Data Use and Governance
- Change Management - Change Impact Assessment

Relevancy - 93%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 92%

Course

AI Recommended - iGOT

API Setu: Enabling Digital Interoperability in Government

Functional Competencies

- Digital Fluency - Digital Service Design
- Digital Fluency - Emerging Technology

Relevancy - 92%

Course

AI Recommended - iGOT

Digital Transformation with Agile Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Change Management - Change Implementation
- Digital Fluency - Digital Service Design

Relevancy - 90%

Course

AI Recommended - iGOT

ChatGPT and Generative AI Tools for Government Officials

Functional Competencies

- Digital Fluency - AI/ML tools
- Information & Communication Management - Dissemination of Information

Relevancy - 89%

Course

AI Recommended - iGOT

Service System Design in Government Process Reengineering

Functional Competencies

- Citizen Centricity - Design Thinking
- Digital Fluency - Digital Service Design
- Change Management - Change Implementation
- Project Management - Project Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

AI in Government: Transforming Public Service Delivery

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 85%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 84%

Course

AI Recommended - iGOT

Innovate with Artificial Intelligence: A Design Thinking Approach

Functional Competencies

Citizen Centricity - Design Thinking

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

Microsoft Teams

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Office Management - E-Office

Information & Communication Management - Dissemination of Information

Relevancy - 80%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

Operational Excellence - Planning & Prioritization

Operational Excellence - Process Excellence

Operational Excellence - Continuous Improvement

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Decision Making - Sound Judgement

Solution Orientation - Analytical Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

Creativity & Innovation - Lateral Thinking

Creativity & Innovation - Transformation Orientation

Relevancy - 85%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 84%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Under Secretary

NULM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage and oversee the implementation of the Deendayal Antyodaya Yojana-National Urban Livelihoods Mission (DAY-NULM).
- Process and examine proposals from States/UTs for the release of funds under various components of NULM.
- Monitor the progress of mission components like Social Mobilisation & Institution Development (SM&ID), Self-Employment Programme (SEP), and Shelter for Urban Homeless (SUH).
- Coordinate with State Urban Livelihoods Missions (SULMs) for effective program delivery.
- Handle policy matters, guideline revisions, and clarifications related to the NULM scheme.
- Manage parliamentary matters, RTI applications, and court cases pertaining to the NULM division.
- Facilitate capacity building and training activities for state and city level NULM functionaries.

Activities

- Scrutinize Annual Action Plans and proposals from States for fund release.
- Draft sanction orders for the release of central assistance.
- Analyze progress reports and data from the NULM MIS portal.
- Prepare briefs and responses for Parliament Questions on urban poverty.
- Organize review meetings and video conferences with State Mission Directors.
- Process cases related to the development of vendor markets and support for street vendors.
- Draft replies to RTI queries and public grievances concerning NULM.
- Coordinate with the skills development ministry for convergence under the EST&P component.

Behavioral	Functional	Domain
Service Orientation - Empathy		

Collaboration - Relationship Management

Outcome Orientation - Accountability

Operational Excellence - Planning & Prioritization

4 total

Policy Architecture - Policy implementation

Project Management - Project Evaluation & Monitoring

Financial Management - Expenditure Management

Office Management - Noting & Drafting of official Communications

4 total

Scheme Management - DAY-NULM Guidelines and Components

Social Development - Social Mobilisation & Self-Help Group (SHG) Formation

Urban Poverty Alleviation - Self-Employment Programme (SEP) and Micro-enterprise Development

Urban Poverty Alleviation - Scheme of Shelter For Urban Homeless (SUH)

Skill Development - Employment through Skills Training & Placement (EST&P)

Financial Management - Fund Flow and Utilization under NULM

State Coordination - Liaison with State Urban Livelihoods Missions (SULMs)

Monitoring & Evaluation - NULM MIS Portal Management

8 total

Recommended Courses:

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 95%

Course

AI Recommended - iGOT

स्व-सहायता समूह गठन एवं संचालन प्रक्रिया

Domain Competencies

Welfare - Women & Child Development

Relevancy - 92%

Course

AI Recommended - iGOT

आश्रय स्थल प्रबंधन

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 88%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 97%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 96%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Financial Management - Budget Formulation & Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Policy monitoring & impact assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Relevancy - 83%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Mentoring

Team Leadership - Sharing constructive feedback

Service Orientation - Empathy

Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 86%

Course

AI Recommended - iGOT

The Values, Ethos and Spirit of Public Service

Behavioral Competencies

Service Orientation - Service Excellence (wrt citizens)

Outcome Orientation - Accountability

Self-Awareness - Purposefulness

Decision Making - Sound Judgement

Relevancy - 84%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 80%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 95%

Course

AI Recommended - iGOT

स्व-सहायता समूह गठन एवं संचालन प्रक्रिया

Domain Competencies

Welfare - Women & Child Development

Relevancy - 92%

Course

AI Recommended - iGOT

आश्रय स्थल प्रबंधन

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 88%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 97%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 96%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Financial Management - Budget Formulation & Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 83%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 86%

Course

AI Recommended - iGOT

The Values, Ethos and Spirit of Public Service

Behavioral Competencies

- Service Orientation - Service Excellence (wrt citizens)
- Outcome Orientation - Accountability
- Self-Awareness - Purposefulness
- Decision Making - Sound Judgement

Relevancy - 84%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Under Secretary

Parliamentary Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Act as the nodal officer for all parliamentary matters of the Ministry.
- Coordinate the receipt and timely submission of replies to Parliament Questions (Lok Sabha and Rajya Sabha).
- Manage matters related to Parliamentary Standing Committees, including preparation of reports and action taken notes.
- Handle legislative business of the Ministry, including the introduction and passage of Bills.
- Track and ensure fulfillment of assurances given by the Minister in Parliament.
- Liaise with the Ministry of Parliamentary Affairs and the Secretariats of Lok Sabha and Rajya Sabha.
- Organize and manage meetings of the Consultative Committee for the Ministry.

Activities

- Circulate Parliament Questions to relevant divisions for preparing replies.
- Review and vet draft replies to ensure accuracy and completeness.
- Consolidate information and prepare briefs for the Minister for debates and discussions.
- Coordinate with divisions to prepare material for Standing Committee meetings.
- Monitor the status of pending parliamentary assurances and follow up for fulfillment.
- Manage the process of laying reports and other documents on the table of the Houses.
- Handle all logistical and administrative arrangements for Consultative Committee meetings.
- Maintain a comprehensive record of all parliamentary business.

Behavioral

- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization

Functional

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary

Domain

- Parliamentary Procedures - Handling of Parliament Questions
- Parliamentary Procedures - Rules of Procedure and Conduct of Business

Collaboration - Relationship Management

Personal Effectiveness - Stress Management

4 total

matters

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

4 total

in Parliament

Committee Management - Functioning of Parliamentary Standing Committees

Legislative Process - Management of Legislative Business and Bills

Parliamentary Assurances - Monitoring and Fulfillment of Assurances

Stakeholder Coordination - Liaison with Lok Sabha/Rajya Sabha Secretariats

Committee Management - Consultative Committee Procedures

Information Management - Consolidation of Information for Parliamentary Purposes

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 88%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 90%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 90%

Course

AI Recommended - iGOT

STRESS MANAGEMENT

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Personal Effectiveness - Resilience
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Meditation for Stress Management and Boosting Productivity

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Outcome Orientation - Initiative and Drive

Relevancy - 80%

Under Secretary (Planning)

PM SVANidhi Division

Behavioral: 5 total Functional: 6 total Domain: 10 total

Roles & Responsibilities

- Manage and formulate policy matters concerning the PM SVANidhi scheme and the Street Vendors (SV) Act, 2014.

- Oversee and monitor the implementation of the PM SVANidhi scheme across all States and Union Territories.

- Handle all Parliamentary affairs, including responding to questions and addressing matters for Consultative and Standing Committees.

- Manage the scheme's budget, financial allocations, and payment systems, including Grants to ULBs and PFMS/CAN related issues.

- Drive the promotion of digital adoption among street vendors through special campaigns, IEC, and outreach activities.

- Coordinate with key implementation partners, including Project Management Units (PMUs), State Nodal Officers (SNOs), and financial institutions like SIDBI, QCI, and Banks.

- Manage all legal, court, and audit matters pertaining to the Street Vendors Act and the PM SVANidhi scheme.

- Address public grievances, VIP references, RTI applications, and provide inter-ministerial comments on relevant notes.

Activities

- Process files related to policy amendments for PM SVANidhi and its implementation guidelines.

- Monitor scheme performance through MIS, dashboards, and the PAISA Portal, and prepare review reports.

- Draft briefs and responses for Parliamentary Questions, Standing Committee meetings, and E-Samiksha reports.

- Oversee the allocation of grants to ULBs and manage the payment of Interest Subsidy and Cashback Incentives through PFMS.

- Coordinate with SIDBI, CGTMSE, QCI, and Indian Bank regarding MoUs and operational matters.

- Manage the functioning and updates of the PM SVANidhi website and mobile application.

- Handle RTI applications, public grievances, and VIP references related to the scheme and the SV Act.

- Prepare comments and inputs for Cabinet Notes and concept notes circulated by other Ministries.

Behavioral

- Collaboration - Relationship Management
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Communication - Verbal & Non-Verbal Fluency
- Personal Effectiveness - Resilience

5 total

Functional

- Financial Management - Budget Formulation & Implementation
- Financial Management - PFMS Portal Management
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Grievance Redressal - Public Grievance Handling
- Litigation Management - Court case management

6 total

Domain

- PM SVANidhi Scheme Governance - PM SVANidhi Scheme Guidelines & Policy
- PM SVANidhi Scheme Governance - Monitoring & Evaluation Frameworks (MIS, Dashboards, OOMF)
- Urban Livelihoods & Vending - Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014
- Urban Livelihoods & Vending - Socio-economic Profiling of Urban Poor (SVANidhi se Samriddhi)
- Digital & Financial Systems - Micro-credit Models & Financial Inclusion
- Digital & Financial Systems - Digital Payment Ecosystems for Street Vendors
- Digital & Financial Systems - Public Financial Management System (PFMS) & Grant Allocation
- Stakeholder & Partner Management - Inter-agency Coordination (SIDBI, CGTMSE, Banks, ULBs)
- Stakeholder & Partner Management - IEC & Community Outreach Strategies
- Public Administration & Governance - Parliamentary Procedures & Committee Management

10 total

Recommended Courses:

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 100%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Pradhan Mantri Jan-Dhan Yojana

Domain Competencies

Finance and Economy - Financial Services

Relevancy - 92%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 93%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 87%

Course

AI Recommended - iGOT

Checklist of Items During the Audits

Functional Competencies

- Financial Management - Expenditure Management
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Material Management (GFR) - Inventory Management
- Establishment & HR - Handling Establishment Matters

Relevancy - 85%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 90%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Communication

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management
- Service Orientation - Empathy
- Collaborative Leadership - Conflict Management

Relevancy - 82%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 81%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 80%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 80%

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

- Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 100%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Pradhan Mantri Jan-Dhan Yojana

Domain Competencies

- Finance and Economy - Financial Services

Relevancy - 92%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 93%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 87%

Course

AI Recommended - iGOT

Checklist of Items During the Audits

Functional Competencies

- Financial Management - Expenditure Management
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Material Management (GFR) - Inventory Management
- Establishment & HR - Handling Establishment Matters

Relevancy - 85%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 90%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Communication

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management
- Service Orientation - Empathy
- Collaborative Leadership - Conflict Management

Relevancy - 82%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 81%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 80%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 80%

Under Secretary (Coordination)

Parliament Cell

Behavioral: 5 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the end-to-end processing of Parliamentary Questions, Assurances, and other legislative inquiries directed to the Ministry.
- Coordinate with all divisions within MoHUA to collate accurate and timely information for drafting replies to parliamentary matters.
- Draft comprehensive and precise replies for Standing Committees, Consultative Committees, and other Parliamentary Committees.
- Monitor all legislative business pertaining to the Ministry in both houses of Parliament and maintain relevant records.
- Facilitate inter-divisional coordination to ensure a unified and consistent response from the Ministry on complex issues.
- Ensure timely submission of all parliamentary-related documents, briefs, and reports to the Lok Sabha and Rajya Sabha Secretariats.
- Track the fulfillment of Parliamentary Assurances given by the Minister and report on their status.
- Act as a primary point of contact for parliamentary liaison, managing communication between the Ministry and parliamentary bodies.

Activities

- Receiving, docketing, and circulating Parliamentary Questions (PQs) to the concerned divisions for inputs.
- Consolidating inputs from various divisions and drafting final replies for PQs and supplementary questions.
- Tracking the status of all Parliamentary Assurances using parliamentary monitoring systems and coordinating their fulfillment.
- Preparing detailed briefs, background notes, and talking points for Ministers for debates and committee meetings.
- Drafting statements and reports for Laying on the Table of the House.
- Maintaining a comprehensive database and records of all parliamentary questions, assurances, and legislative business.
- Liaising with officials in the Lok Sabha and Rajya Sabha Secretariats and the Ministry of Parliamentary Affairs.
- Organizing and preparing materials for meetings of the Parliamentary Consultative Committee for the Ministry.

Behavioral	Functional	Domain

- Personal Effectiveness - Stress Management
- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

5 total

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office

4 total

- Parliamentary Processes - Rules of Procedure and Conduct of Business in Parliament
- Parliamentary Processes - Functioning of Parliamentary Committees
- Parliamentary Processes - Management of Parliamentary Questions and Assurances
- MoHUA Governance - Work Allocation and Business Rules of the Ministry
- MoHUA Schemes and Policies - Comprehensive knowledge of flagship missions (PMAY-U, SBM-U, AMRUT, SCM)
- MoHUA Schemes and Policies - Overview of Urban Transport Policies and Metro Rail Acts
- Legal and Regulatory Framework - Understanding of key legislations (RERA, DDA Act, Model Tenancy Act)
- Inter-Ministerial Coordination - Protocols for Inter-Ministerial and Centre-State Consultation

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course — AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course — AI Recommended - iGOT

संसदीय प्रश्नों से परिचय

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 85%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

STRESS MANAGEMENT

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Personal Effectiveness - Resilience
- Self-Awareness - Self-Analysis

Relevancy - 95%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Meditation for Stress Management and Boosting Productivity

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Outcome Orientation - Initiative and Drive

Relevancy - 80%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Course

AI Recommended - iGOT

Effective Communication: The Cornerstone of Great Leadership

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Personal Effectiveness - Stress Management
- Team Leadership - Sharing constructive feedback

Relevancy - 80%

Under Secretary (Inquiry)

Public Grievance Cell

Behavioral: 6 total Functional: 6 total Domain: 10 total

Roles & Responsibilities

- Process and manage public and staff grievance cases received through various channels, including the Centralized Public Grievance Redress and Monitoring System (CPGRAMS).

- Monitor the timelines for grievance redressal across the Ministry and its attached/subordinate offices to ensure timely disposal as per prescribed norms.

- Draft replies to Parliament Questions, VIP references, and other communications concerning public and staff grievances.

- Coordinate with nodal grievance officers in various divisions, the Directorate of Public Grievances (Cabinet Secretariat), and the Department of Administrative Reforms & Public Grievances (DARPG).

- Conduct inquiries into specific or complex grievance cases as directed by senior authorities to ascertain facts and recommend appropriate actions.

- Analyze grievance data and trends to prepare periodic reports for senior management, identifying systemic issues and suggesting policy or procedural improvements.

- Ensure compliance with all guidelines and procedures related to public grievance handling as laid down by DARPG and other competent authorities.

Activities

- Scrutinizing and examining individual grievance files received via the CPGRAMS portal to determine the nature of the complaint and the appropriate authority for action.

- Preparing detailed notes and draft responses for approval by senior officers for replies to complainants and parliamentary bodies.

- Following up with different divisions and attached offices for Action Taken Reports (ATRs) on pending grievances.

- Attending inter-departmental meetings with DARPG and the Cabinet Secretariat on grievance redressal policies and performance reviews.

- Maintaining a comprehensive database and records of all inquiries and high-priority grievance cases for future reference and audit.

- Generating monthly and quarterly statistical reports on grievance receipt, disposal, and pendency for review by the Secretary.

- Reviewing and forwarding grievance cases to the appropriate subordinate organizations or state governments for necessary action and follow-up.

- Assisting the Deputy Secretary (PG) in preparing briefs and presentations on the Ministry's grievance redressal performance and initiatives.

Behavioral

- Service Orientation - Empathy
- Solution Orientation - Analytical Thinking
- Personal Effectiveness - Stress Management
- Outcome Orientation - Accountability
- Communication - Active Listening
- Decision Making - Sound Judgement

6 total

Functional

- Grievance Redressal - Public Grievance Handling
- Grievance Redressal - CPGRAMS Portal Management
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Data Analytics - Data Analysis & Visualization
- Litigation Management - Legal Know-How

6 total

Domain

- Grievance Redressal Frameworks - DARPG Guidelines on Public Grievance Redressal
- Grievance Redressal Frameworks - Citizen's Charters of MoHUA and its attached offices
- Ministry Schemes and Policies - Pradhan Mantri Awas Yojana (PMAY-U) Guidelines
- Ministry Schemes and Policies - Swachh Bharat Mission (SBM-U) Service Delivery Standards
- Ministry Schemes and Policies - Real Estate (Regulation and Development) Act, 2016 (RERA) provisions
- Administrative Law and Procedures - Central Civil Services (Conduct) Rules, 1964
- Administrative Law and Procedures - Right to Information (RTI) Act, 2005
- Urban Service Delivery - Service Level Benchmarks for Urban Water and Sanitation
- Urban Service Delivery - Estate Management and Allotment Rules (e.g., GPRA)
- International Best Practices - UN/OECD Principles on Open and Responsive Government

10 total

Recommended Courses:

Course

AI Recommended - iGOT

Sevottam for Grievance Redressal Officers

Domain Competencies

Governance - Administrative Reforms & PG

Relevancy - 93%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

रेरा अधिनियम का परिचय

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

Data Analysis and Visualization

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Data Governance and Compliance: IT Act 2000 and DPDP Act 2023

Functional Competencies

- Data Analytics - Data Use and Governance
- Litigation Management - Legal Know-How
- Data Protection - Data Use and Governance

Relevancy - 89%

Course

AI Recommended - iGOT

Right to Information (Prarambh)

Functional Competencies

- Handling RTI Matters - RTI Responsiveness
- Handling RTI Matters - RTI Records Management

Relevancy - 85%

Course

AI Recommended - iGOT

PROACTIVE DISCLOSURES UNDER RTI ACT 2005

Functional Competencies

- Handling RTI Matters - RTI Responsiveness
- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites
- Vigilance Administration - Preventive Vigilance

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Empathy in Policing: A Victim-Centered Approach

Behavioral Competencies

- Service Orientation - Empathy
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 83%

Course

AI Recommended - iGOT

Anger Management

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Self-Awareness - Self-Analysis
- Communication - Verbal & Non-Verbal Fluency
- Collaborative Leadership - Conflict Management
- Solution Orientation - Analytical Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Meditation for Stress Management and Boosting Productivity

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Outcome Orientation - Initiative and Drive

Relevancy - 80%

Under Secretary

SBM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage and oversee the implementation of specific components of the Swachh Bharat Mission-Urban (SBM-U).
- Process and examine proposals from States/UTs for fund release under SBM-U.
- Monitor the progress of components like Solid Waste Management (SWM), Used Water Management, ODF certification, and legacy dumpsite remediation.
- Coordinate with State SBM Missions and ULBs for effective program delivery and achievement of targets.
- Handle policy matters, guideline revisions, and clarifications related to SBM-U.
- Manage IEC (Information, Education, Communication) and capacity building activities for the mission.
- Handle parliamentary matters, RTI applications, and court cases pertaining to the SBM division.

Activities

- Scrutinize State/ULB proposals for SWM projects, IHHLs, and CT/PTs.
- Draft sanction orders for the release of central assistance under SBM-U.
- Analyze data from the Swachhatam portal and other MIS to track mission progress.
- Prepare briefs and responses for Parliament Questions on sanitation and waste management.
- Organize review meetings, workshops, and field visits to monitor implementation.
- Process applications for ODF/ODF+/ODF++/Water+ certifications.
- Coordinate the Swachh Survekshan process and analysis of results.
- Draft replies to public grievances related to sanitation services.

Behavioral	Functional	Domain
Outcome Orientation - Accountability	Policy Architecture - Policy implementation	Scheme Management - Swachh Bharat Mission (Urban) 2.0 Guidelines
Collaboration - Relationship Management	Project Management - Project Evaluation & Monitoring	Waste Management - Solid Waste Management Rules, 2016

Service Orientation - Service Excellence (wrt citizens)

Operational Excellence - Planning & Prioritization

4 total

Financial Management - Expenditure Management

Information & Communication Management - Dissemination of Information

4 total

Sanitation - ODF, ODF+, ODF++ and Water+ Protocols

Waste Management - Legacy Dumpsite Remediation

Sanitation - Used Water Management and Faecal Sludge Management (FSSM)

Performance Monitoring - Swachh Survekshan Framework

Financial Management - Fund Flow and Utilization under SBM-U

Circular Economy - Waste-to-Wealth Initiatives

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Faecal Sludge Management

Domain Competencies

Rural and Agriculture - Drinking Water and Sanitation

Relevancy - 97%

Course

AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Circular Economy and Plastic Waste Management Regulations

Domain Competencies

Resources - Environment, Forest and Climate Change

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 90%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 98%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 95%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 93%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Financial Management - Budget Formulation & Implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

Project Management - Project Evaluation & Monitoring

Financial Management - Financial Management

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 87%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

Innovative Marketing and Branding Approaches for Government Outreach

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration
- Information & Communication Management - Management of information on official websites

Relevancy - 83%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 93%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

The Values, Ethos and Spirit of Public Service

Behavioral Competencies

- Service Orientation - Service Excellence (wrt citizens)
- Outcome Orientation - Accountability
- Self-Awareness - Purposefulness
- Decision Making - Sound Judgement

Relevancy - 83%

Under Secretary

SCM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage and oversee the implementation of specific components of the Smart Cities Mission (SCM).
- Process proposals from Smart Cities for project approval and fund release.
- Monitor the physical and financial progress of projects under the mission through the MIS.
- Coordinate with Smart City SPVs (Special Purpose Vehicles) and State-level nodal agencies.
- Handle policy matters, guideline revisions, and clarifications related to the SCM.
- Facilitate capacity building, peer-to-peer learning, and knowledge sharing among cities.
- Manage parliamentary matters, RTI applications, and court cases pertaining to the SCM division.

Activities

- Scrutinize Smart City Proposals (SCPs) and Detailed Project Reports (DPRs).
- Draft sanction orders for the release of funds to city SPVs.
- Analyze project data from the Smart Cities MIS portal to track progress.
- Prepare briefs and responses for Parliament Questions on Smart Cities.

- Organize review meetings, workshops, and challenge processes like CITIIS and India Smart Cities Awards Contest (ISAC).

- Handle matters related to the functioning of Integrated Command and Control Centres (ICCCs).

- Draft replies to public grievances related to SCM projects.

- Coordinate with international partners (e.g., AFD, GIZ) on SCM-related programs.

Behavioral

- Solution Orientation - Systems Thinking
- Outcome Orientation - Initiative and Drive
- Collaboration - Relationship Management
- Creativity & Innovation - Lateral Thinking

4 total

Functional

- Project Management - Project Planning
- Project Management - Project Evaluation & Monitoring
- Financial Management - Expenditure Management
- Office Management - Noting & Drafting of official Communications

4 total

Domain

- Scheme Management - Smart Cities Mission Guidelines
- Project Management - Appraisal of Smart City Projects (DPRs)
- Urban Technology - Integrated Command and Control Centres (ICCCs)
- Corporate Governance - Functioning of Special Purpose Vehicles (SPVs)
- Financial Management - Fund Flow and PPP in Smart Cities
- Performance Monitoring - Smart Cities MIS and Dashboards
- Innovation - CITIIS and India Smart Cities Awards Contest (ISAC)
- International Cooperation - Coordination with Multilateral Agencies

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Smart Cities: Urban Digital Twin Applications

Domain Competencies

Technology - Science & Technology

Relevancy - 94%

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course — AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

Project Management - Project Evaluation & Monitoring

Financial Management - Financial Management

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 97%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 96%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 80%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 80%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation

Relevancy - 85%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

Strategic Thinking in the Age of Innovation

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 82%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 80%

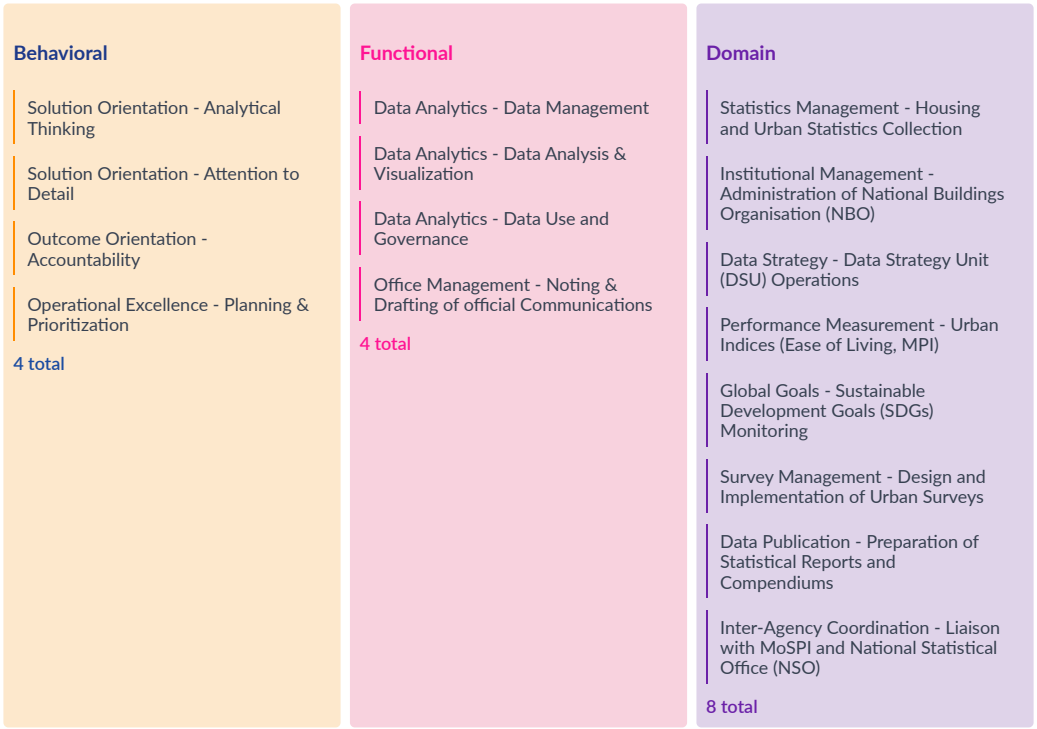
Statistical Division
Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Oversee the functioning of the National Buildings Organisation (NBO) and manage its administrative matters.
- Coordinate the collection, compilation, and dissemination of housing and urban statistics.
- Manage the Data Strategy Unit (DSU) and oversee the implementation of data-related initiatives.
- Handle matters related to various urban indices, SDGs, and surveys.
- Liaise with the Ministry of Statistics and Programme Implementation (MoSPI) and other statistical bodies.
- Provide statistical inputs for policy formulation, reports, and parliamentary matters.
- Manage the publication of statistical reports and compendiums like the Urban Information Statistics Publication.

Activities

- Process administrative and establishment files of NBO.
- Coordinate with states/UTs for timely submission of statistical data.
- Review and validate data for accuracy and consistency before publication.
- Prepare statistical annexures for the Ministry's annual report and other publications.
- Assist in the design and execution of urban surveys.
- Draft notes and briefs on statistical matters for senior management.
- Manage the data portals and dashboards under the division's purview.
- Respond to data requests from researchers, other ministries, and the public.



Recommended Courses:

Course

AI Recommended - iGOT

Handling Unit Level Data of Annual Survey of Industries

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 92%

Course

AI Recommended - iGOT

Handling Unit Level Data of Household Consumption Expenditure Survey

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 92%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

Overview of Basic Statistics

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Data Analytics - Data Management

Relevancy - 97%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data led Decision making

Relevancy - 95%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Data Analytics - Data Use and Governance

Data Analytics - Data led Decision making

Relevancy - 92%

Course

AI Recommended - iGOT

Planning a Research Study: Data Collection Management Analysis

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Policy Architecture - Research & Need Analysis

Relevancy - 91%

Course

AI Recommended - iGOT

Introduction to Big Data in Governance

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance

Relevancy - 89%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 88%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 87%

Course

AI Recommended - iGOT

Data Science for Policy Makers Part - 1

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Visual Intelligence and Data Storytelling Essentials

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 83%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Under Secretary

Urban Development Division

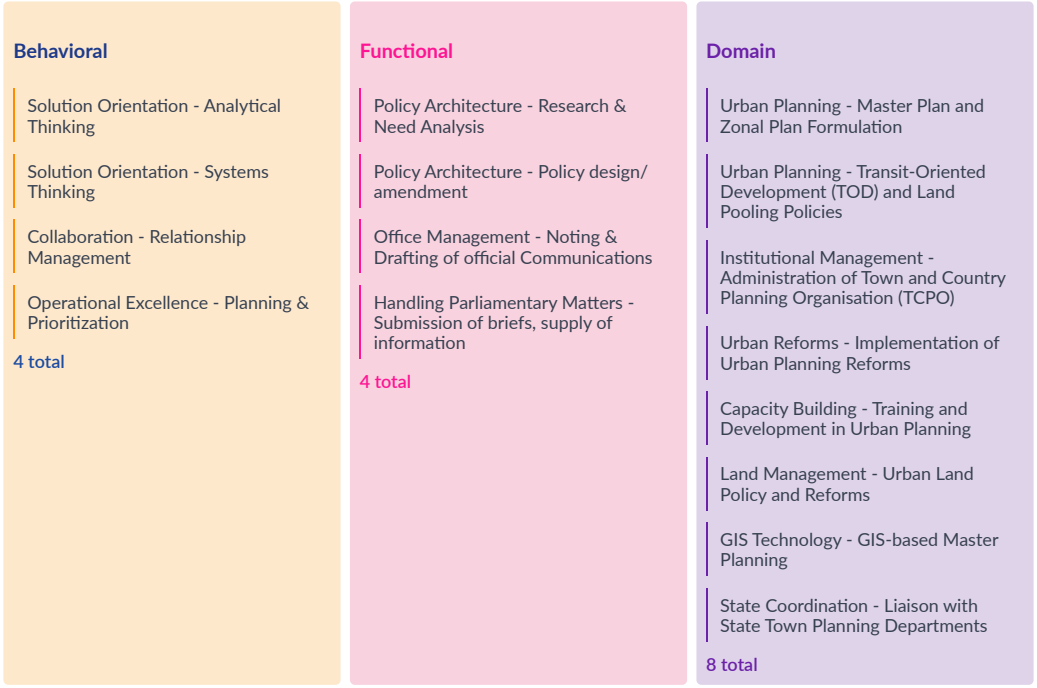
Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage policy matters related to urban development, urban planning, and governance.
- Handle issues concerning the Town and Country Planning Organisation (TCPO).
- Oversee the implementation of urban planning reforms and capacity building initiatives.
- Process matters related to the formulation and revision of Master Plans and Zonal Plans.
- Coordinate with states on the adoption of planning reforms like Transit-Oriented Development (TOD) and land pooling.
- Manage parliamentary questions, RTI applications, and court cases related to the UD Division.
- Facilitate research studies and pilot projects in the field of urban planning and development.

Activities

- Draft policy notes on urban planning and development issues.
- Process administrative and establishment files of TCPO.
- Review and provide comments on draft Master Plans submitted by states/cities.
- Organize workshops and training programs on urban planning reforms.
- Prepare replies to Parliament Questions on urban planning and TCPO.
- Liaise with academic institutions and research bodies for studies on urban development.
- Handle files related to urban land policy and land reforms.
- Monitor the implementation of centrally sponsored planning schemes.



Recommended Courses:

Course — AI Recommended - iGOT

Integrated Approaches to Peri-Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 84%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy monitoring & impact assessment

Office Management - Technical Proposal / Report writing

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Policy monitoring & impact assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 94%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 92%

Course

AI Recommended - iGOT

Problem Solving using Design Thinking in the Government Sector

Functional Competencies

- Citizen Centricity - Design Thinking
- Policy Architecture - Policy design/ amendment
- Government Program Formulation - Scheme/Program Design

Relevancy - 91%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Case Study Writing for Policy and Practice

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Information & Communication Management - Dissemination of Information

Relevancy - 84%

Course

AI Recommended - iGOT

Generative AI in Public Policy and Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 82%

Course

AI Recommended - iGOT

AI Policies and Governance in India

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data Use and Governance
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 81%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 89%

Course

AI Recommended - iGOT

Enabling Social Change

Behavioral Competencies

- Self-Awareness - Purposefulness
- Service Orientation - Empathy
- Collaboration - Diversity & Inclusion
- Decision Making - Sound Judgement
- Strategic Leadership - Sustainable mindset

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

- Decision Making - Logical Reasoning
- Collaboration - Relationship Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 81%

Under Secretary

Urban Events & Knowledge Networks Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage the planning and execution of national and international urban events, conferences, and workshops.
- Oversee the functioning of the Urban Knowledge Network, facilitating knowledge sharing and dissemination.
- Coordinate with national and international partners (e.g., UN-Habitat) for joint events and knowledge products.
- Handle all logistical, administrative, and financial aspects of organizing events.
- Manage the Ministry's IEC (Information, Education, Communication) and media outreach activities.
- Supervise the creation and dissemination of knowledge products, publications, and best practice compendiums.
- Liaise with all mission directorates to showcase their achievements in various forums.

Activities

- Prepare concept notes and budgets for upcoming urban events.
- Coordinate with event management agencies and vendors.
- Manage invitations, registrations, and protocol for high-level delegates.
- Draft press releases, media briefs, and manage social media for events.
- Oversee the content development for the Urban Knowledge Network portal.
- Process files for financial sanctions related to events and publications.
- Coordinate with various divisions to collect content for IEC materials.
- Prepare post-event reports and documentation.

Behavioral

- Collaboration - Relationship Management
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills
- Collaboration - Knowledge Sharing

4 total

Functional

- Project Management - Project Planning
- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Handling social media
- Public Procurement (GFR) - Contract Management

4 total

Domain

- Event Management - Planning and Execution of National/International Conferences
- Knowledge Management - Urban Knowledge Network Operations
- Public Relations - IEC and Media Management
- International Relations - Coordination with UN-Habitat and other Global Partners
- Financial Management - Budgeting and Financial Control for Events
- Procurement - Vendor and Agency Management
- Content Development - Creation of Knowledge Products and Publications
- Protocol Management - Handling of VIPs and International Delegates

8 total

Recommended Courses:

Course

AI Recommended - iGOT

MICE Industry: Powering Global Business and Networking

Domain Competencies

Commerce and Industry - Department for Promotion of Industry and Internal Trade

Relevancy - 99%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 93%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 86%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Smart Social Media Practices for Public Servants

Functional Competencies

Information & Communication Management - Handling social media

Information & Communication Management - Dissemination of Information

Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 96%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Vendor / Consultant Management

Project Management - Project Planning

Relevancy - 94%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 93%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Innovative Marketing and Branding Approaches for Government Outreach

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration
- Information & Communication Management - Management of information on official websites

Relevancy - 91%

Course

AI Recommended - iGOT

Digital Marketing and Social Media Strategies for Governance

Functional Competencies

- Information & Communication Management - Handling social media
- Information & Communication Management - Management of information on official websites
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 89%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 88%

Course

AI Recommended - iGOT

Digital Transformation with Agile Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Change Management - Change Implementation
- Digital Fluency - Digital Service Design

Relevancy - 88%

Course

AI Recommended - iGOT

Digital Marketing for Public Service

Functional Competencies

- Information & Communication Management - Handling social media
- Information & Communication Management - Management of information on official websites
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Citizen Centricity - Design Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Best Practices for Connecting with Citizens

Functional Competencies

- Information & Communication Management - Handling social media
- Information & Communication Management - Dissemination of Information
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 87%

Course

AI Recommended - iGOT

Leveraging Digital and Social Media for Public Service Delivery

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Information & Communication Management - Handling social media
- Data Analytics - Data led Decision making
- Citizen Centricity - Design Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 98%

Course

AI Recommended - iGOT

Ways of Enhancing Presentation Skills

Behavioral Competencies

- Communication - Presentation Skills
- Communication - Verbal & Non-Verbal Fluency
- Communication - Active Listening
- Self-Awareness - Self Confidence
- Personal Effectiveness - Stress Management

Relevancy - 95%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Mentoring

Team Leadership - Sharing constructive feedback

Service Orientation - Empathy

Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

The Art and Science of Communication

Behavioral Competencies

Communication - Active Listening

Communication - Verbal & Non-Verbal Fluency

Communication - Presentation Skills

Collaborative Leadership - Influencing and Negotiation

Relevancy - 91%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 88%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

Communication - Active Listening

Communication - Verbal & Non-Verbal Fluency

Outcome Orientation - Goal Setting

Operational Excellence - Planning & Prioritization

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Inspiring others

Relevancy - 86%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Interpersonal Skills

Behavioral Competencies

Self-Awareness - Self-Analysis

Communication - Active Listening

Communication - Verbal & Non-Verbal Fluency

Collaboration - Relationship Management

Service Orientation - Empathy

Team Leadership - Sharing constructive feedback

Relevancy - 84%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 80%

Under Secretary (HO)

Urban Planning Division

Behavioral: 5 total Functional: 5 total Domain: 10 total

Roles & Responsibilities

- Manage the day-to-day processing of files concerning urban planning schemes, international collaborations like SMART-JICA, and national initiatives such as SSASCI and Centres of Excellence (CoE).

- Oversee the drafting and ensure timely, accurate submission of replies for Parliamentary Questions, Disbursement Confirmation Notices (DCNs), and Right to Information (RTI) applications.

- Act as the nodal point for coordinating administrative and policy-related matters with the Town and Country Planning Organisation (TCPO).

- Support the Director in facilitating inter-agency coordination for high-priority national programs, including PM GatiShakti and Zonal Council meetings.

- Ensure the systematic maintenance and management of official records, including policy notes, key references, and compliance documentation.

- Facilitate the implementation of urban development policies by processing proposals and consolidating feedback from State Governments and Urban Local Bodies (ULBs).

- Assist in the operational oversight of schemes and initiatives, ensuring adherence to procedural guidelines and timelines.

Activities

- Examine, note, and process files related to SART–JICA projects, SSASCI scheme, and proposals for Centres of Excellence.
- Draft comprehensive and precise replies for Parliamentary Questions and RTI applications within stipulated deadlines.
- Liaise with TCPO officials to resolve administrative queries, schedule meetings, and align on urban planning matters.
- Prepare concise briefs, background notes, and talking points for meetings related to PM GatiShakti and Zonal Councils.
- Maintain a structured digital and physical repository of all policy notes, circulars, and compliance reports for easy retrieval.
- Synthesize and analyze feedback received from States/ULBs on urban planning schemes to support policy review processes.
- Handle official correspondence, track action items, and follow up on decisions from the Director's inter-agency meetings.
- Process and monitor the status of Disbursement Confirmation Notices (DCNs) and other financial communications related to assigned schemes.

Behavioral

- Solution Orientation - Attention to Detail
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Outcome Orientation - Accountability

5 total

Functional

- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling RTI Matters - RTI Responsiveness
- Office Management - File/DAK Management
- Litigation Management - Court case management

5 total

Domain

- Urban Planning and Governance - Urban Planning and Management
- National Missions and Policies - PM GatiShakti National Master Plan
- International Cooperation - Management of JICA Projects & Frameworks
- Governance and Administration - Parliamentary Processes & RTI Act
- Policy and Governance - Urban Development Policy Formulation
- Institutional Development - Framework for Centres of Excellence in Urban Sector
- Federal Governance - Inter-governmental Coordination with States/ULBs
- Urban Planning - Town & Country Planning Organisation (TCPO) Mandate and Coordination
- Governance and Administration - Government Record Management and Compliance
- Financial Management - Processing of Financial Sanctions and Releases

10 total

Recommended Courses:

Course — AI Recommended - iGOT

Understanding and Application of Urban Planning

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course — AI Recommended - iGOT

Use Cases of PM GatiShakti National Master Plan

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 98%

Course

AI Recommended - iGOT

Roles and Responsibilities of the Stakeholders under PM GatiShakti

Domain Competencies

Commerce and Industry - Department for Promotion of Industry and Internal Trade

Relevancy - 96%

Course

AI Recommended - iGOT

Understanding Urban Transport Planning and Capacity Building

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Geographic Information System based Master Plan for Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Understanding Transit-Oriented Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Integrated Approaches to Peri-Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Urban Water Body Rejuvenation for Water Security under AMRUT 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 85%

Course

AI Recommended - iGOT

PM Gati Shakti: Project Life Cycle and Algorithms

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 84%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 83%

Course

AI Recommended - iGOT

Climate and Disaster Resilient Cities Preparedness

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

Office Procedure - Updated

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Relevancy - 100%

Course

AI Recommended - iGOT

Noting and Drafting

Functional Competencies

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Office Management - Office Procedures

Relevancy - 100%

Course

AI Recommended - iGOT

Right to Information (RTI)

Functional Competencies

Handling RTI Matters - RTI Responsiveness

Handling RTI Matters - RTI Records Management

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Handling CAT Cases

Functional Competencies

Litigation Management - Legal Know-How

Relevancy - 95%

Course

AI Recommended - iGOT

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Material Management (GFR) - Maintenance and Disposal of materials

Relevancy - 95%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Parliamentary Procedures

Functional Competencies

- Handling Parliamentary Matters - Maintaining records of parliamentary matters

Relevancy - 92%

Course

AI Recommended - iGOT

Public Grievance Handling and CPGRAM 7.0

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Grievance Redressal - CPGRAMS Portal Management

Relevancy - 89%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 88%

Course

AI Recommended - iGOT

Preparation of Cabinet Notes

Functional Competencies

- Cabinet note preparation - Cabinet note writing
- Cabinet note preparation - Rules of business (AoB/ToB)
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 85%

Course

AI Recommended - iGOT

Understanding Government Budgeting

Functional Competencies

- Financial Management - Budget Formulation & Implementation

Relevancy - 82%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 80%

Course

AI Recommended - iGOT

PM Gati Shakti: Understanding the Portal and Tools

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Project Management - Project Planning

Relevancy - 80%

Course

AI Recommended - iGOT

Time Management

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Goal Setting

Relevancy - 95%

Course

AI Recommended - iGOT

Problem Solving and Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Effective Communication in Government Service

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency

Relevancy - 88%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Communication for Citizen Centricity

Behavioral Competencies

- Communication - Verbal & Non-Verbal Fluency
- Communication - Active Listening
- Service Orientation - Empathy
- Service Orientation - Service Excellence (wrt citizens)
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Conflict Resolution and Negotiation

Behavioral Competencies

- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation

Relevancy - 84%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 81%

Course

AI Recommended - iGOT

Team Building and Team Management

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others

Relevancy - 80%

Course

AI Recommended - iGOT

Leadership

Behavioral Competencies

- Team Leadership - Inspiring others
- Team Leadership - Mentoring

Relevancy - 80%

Under Secretary

Urban Transport Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Process and examine proposals for Metro Rail and Regional Rapid Transit System (RRTS) projects.
- Manage matters related to the implementation of the National Urban Transport Policy (NUTP).
- Handle policy issues concerning urban mobility, including fare fixation, non-motorized transport, and transport infrastructure.
- Coordinate the implementation of schemes like PM-eBus Sewa.
- Liaise with State Governments, Metro Rail Corporations, and other transport agencies.
- Manage parliamentary matters, RTI applications, and court cases related to urban transport.
- Process matters related to international cooperation and funding (e.g., JICA) for transport projects.

Activities

- Scrutinize Detailed Project Reports (DPRs) for new metro/RRTS projects.
- Draft notes and EFC/SFC memos for project appraisal and approval.

- Monitor the progress of ongoing urban transport projects.
- Prepare replies to Parliament Questions on metro rail and urban mobility.
- Process proposals for central financial assistance for transport projects.
- Handle legislative matters related to Metro Rail Acts.
- Organize meetings of the Central Sanctioning and Monitoring Committee for bus funding schemes.
- Coordinate with TCPO on Transit-Oriented Development (TOD) matters.

Behavioral

- Solution Orientation - Analytical Thinking
- Solution Orientation - Attention to Detail
- Collaboration - Relationship Management
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Government Program Formulation - Feasibility & Risk Assessment
- Project Management - Project Evaluation & Monitoring
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Urban Transport - Metro Rail Policy and Project Appraisal
- Urban Transport - National Urban Transport Policy (NUTP)
- Project Management - DPR Scrutiny for Transport Projects
- Scheme Management - PM-eBus Sewa Scheme Implementation
- Urban Transport - Regional Rapid Transit System (RRTS) Projects
- Legal Framework - Metro Railways (Construction of Works) Act
- Financial Appraisal - EFC/SFC Process for Infrastructure Projects
- International Cooperation - Management of JICA-funded Projects

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course — AI Recommended - iGOT

Techniques of Financial Appraisal in Indian Railways Projects

Domain Competencies

Infrastructure - Railways

Relevancy - 85%

Course — AI Recommended - iGOT

Introduction of Economic Financial and Viability Analysis of Highways

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 84%

Course — AI Recommended - iGOT

High-Speed Rail Development: Context and Impact

Domain Competencies

Infrastructure - Railways

Relevancy - 82%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 99%

Course

AI Recommended - iGOT

Capital Budgeting: Assessing Viability and Financial Feasibility

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 93%

Course

AI Recommended - iGOT

Evaluating Investment Proposals Through Capital Budgeting Techniques

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 92%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 89%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 88%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 91%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

Solution Orientation - Analytical Thinking

Decision Making - Logical Reasoning

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Operational Excellence - Continuous Improvement

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Mentoring

Team Leadership - Sharing constructive feedback

Service Orientation - Empathy

Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

The Art and Science of Managing Negotiation in Public Governance

Behavioral Competencies

Decision Making - Logical Reasoning

Collaboration - Relationship Management

Collaborative Leadership - Influencing and Negotiation

Relevancy - 84%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 81%

Principal Private Secretary

MoHUA HQ

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Preparing executive summary on the important issues/important files facilitating decision making, and summary of previously asked/replied Starred questions and briefing the Officer accordingly;

- Management of Personal Section, providing leadership;

- International/National level liaison and networking, coordination with Parliament, Ministries/Departments, and other offices, handling visitors, facilitating meetings/conferences, etc;

- Keep himself/herself aware of the key performance areas, vision, mission of the Ministry/Department;

- Security of personal and official information of the officer with whom he is working with and facilitating grievance handling;

- Maintaining engagement diary;

- Managing tours including foreign and domestic tours/managing office while the Officer is away from office in meeting, on tour or on leave.

Activities

- Manage the complete schedule and appointment diary of the senior officer.

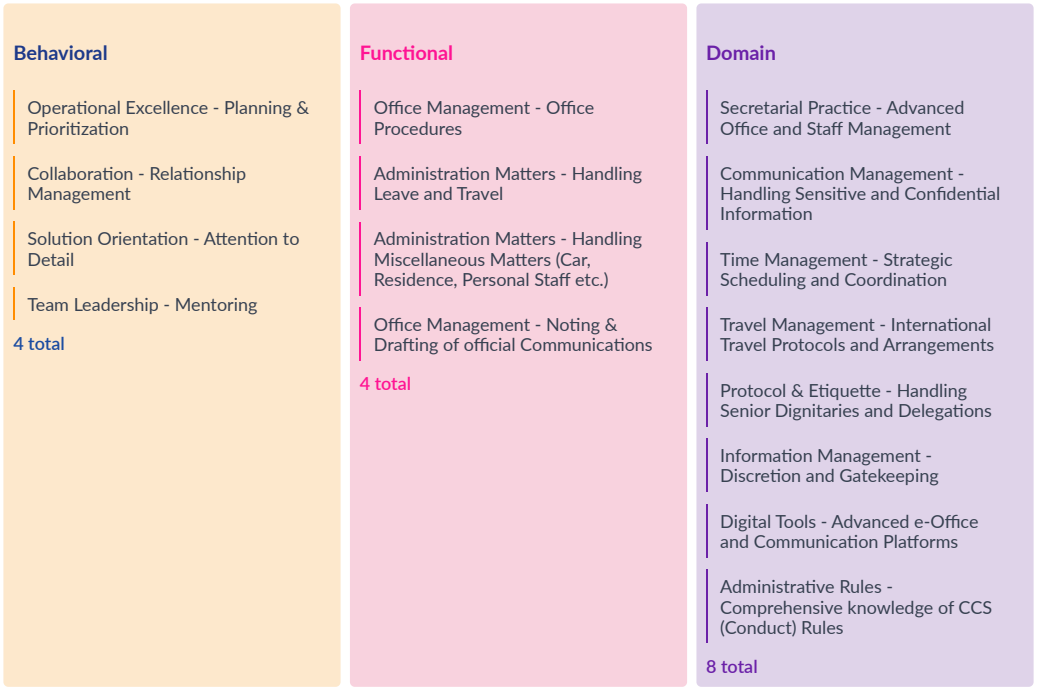
- Screen, prioritize, and handle all incoming correspondence, calls, and visitors.

- Draft and vet important and confidential communications.

- Supervise the work of PAs, Stenographers, and other support staff in the officer's secretariat.

- Organize papers and briefs for meetings and ensure the officer is well-prepared.

- Coordinate complex travel itineraries and ensure all logistical and protocol requirements are met.



Recommended Courses:

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

Level-II CSSS Course to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Administration Matters - Handling Leave and Travel
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Guidelines for Processing Foreign Visits of Government Officers

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 88%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Leave Travel Concession (LTC)

Functional Competencies

- Administration Matters - Handling Allowances & Reimbursement
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 88%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 87%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 81%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

Level-II CSSS Course to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Administration Matters - Handling Leave and Travel
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Guidelines for Processing Foreign Visits of Government Officers

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 88%

Course

AI Recommended - iGOT

Leave Travel Concession (LTC)

Functional Competencies

- Administration Matters - Handling Allowances & Reimbursement
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 88%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 82%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 87%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 81%

Course

AI Recommended - iGOT

Manners and Etiquette

Behavioral Competencies

- Strategic Leadership - Executive Presence
- Collaboration - Relationship Management
- Communication - Verbal & Non-Verbal Fluency
- Communication - Active Listening
- Self-Awareness - Self Confidence
- Service Orientation - Empathy

Relevancy - 80%

Course

AI Recommended - iGOT

Provider - Central Reserve Police Force (CRPF)

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National Telecommunications Institute for Policy Research, Innovation and Training (NTIPRIT)

Information Security Basics

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Digital Fluency - AI/ML tools
- Digital Fluency - Emerging Technology
- Data Analytics - Data Use and Governance
- Data Analytics - Data Management
- Information & Communication Management - Dissemination of Information

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Institute of Secretariat Training and Management

Level-III CSSS Course to Develop Behavior Competencies

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management
- Service Orientation - Empathy
- Collaborative Leadership - Conflict Management

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Department of Social Justice and Empowerment

Matters handled by Finance Division

Functional Competencies

Financial Management - Financial Management

Financial Management - Expenditure Management

Relevancy - 90%

Under Secretary

Vigilance Division

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Manage and process vigilance cases and disciplinary proceedings against officials of the Ministry and its attached/subordinate offices.
- Handle the process of granting vigilance clearance for promotions, deputations, and foreign visits.
- Liaise with the Central Vigilance Commission (CVC) and the Central Bureau of Investigation (CBI) on vigilance matters.
- Assist in the investigation of complaints and preparation of inquiry reports.
- Manage appeals, reviews, and petitions related to disciplinary cases.
- Coordinate the observance of Vigilance Awareness Week and other preventive vigilance activities.
- Handle court cases, RTI applications, and parliamentary matters related to the Vigilance Division.

Activities

- Examine investigation reports and draft charge sheets.
- Process requests for vigilance clearance through the designated portal.
- Draft communications and reports for submission to CVC.
- Assist in the appointment of Inquiry Officers (IO) and Presenting Officers (PO).
- Maintain records of all vigilance cases and disciplinary proceedings.
- Prepare notes on appeals and petitions for consideration by the disciplinary authority.
- Organize workshops and training on conduct rules and preventive vigilance.
- Draft replies to Parliament Questions and RTI queries on vigilance cases.

Behavioral

- Solution Orientation - Attention to Detail
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement

Functional

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Handling prosecution cases

Domain

- Vigilance Administration - Central Civil Services (CCA) Rules, 1965
- Vigilance Administration - Central Vigilance Commission (CVC) Manual
- Disciplinary Proceedings - Conducting Departmental Inquiries
- Personnel Administration - Vigilance Clearance Procedures

4 total

Vigilance Administration - Preventive Vigilance

Litigation Management - Court case management

5 total

Legal Framework - Prevention of Corruption Act, 1988

Inter-Agency Coordination - Liaison with CVC and CBI

Record Management - Maintenance of Vigilance Case Records

Preventive Vigilance - Organizing Vigilance Awareness Week

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Vigilance Clearance

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Provisions on Suspension
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Handling prosecution cases

Relevancy - 100%

Course

AI Recommended - iGOT

Departmental Inquiry Procedure

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings

Relevancy - 100%

Course

AI Recommended - iGOT

Chargesheet under CCS(CCA) Rules 1965

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Litigation Management - Legal Know-How

Relevancy - 100%

Course

AI Recommended - iGOT

PREVENTIVE VIGILANCE

Functional Competencies

- Vigilance Administration - Preventive Vigilance
- Vigilance Administration - Conduct Rules

Relevancy - 98%

Course

AI Recommended - iGOT

Conduct of Inquiry in Disciplinary Matters

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Establishment & HR - Handling Establishment Matters

Relevancy - 98%

Course

AI Recommended - iGOT

Vigilance Angle

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Preventive Vigilance

Relevancy - 97%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules

Relevancy - 96%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 95%

Course

AI Recommended - iGOT

Evaluation of Evidence

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Action Consequent Upon Conviction

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules
- Litigation Management - Legal Know-How
- Litigation Management - Court case management

Relevancy - 93%

Course

AI Recommended - iGOT

Evaluation of Evidence

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 85%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Human Decision Making and its Biases

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Critical Thinking

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 84%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 82%

Course

AI Recommended - iGOT

Rajadharma: The Inner Compass for Modern Governance

Behavioral Competencies

- Decision Making - Sound Judgement
- Service Orientation - Service Excellence (wrt citizens)
- Self-Awareness - Purposefulness
- Strategic Leadership - Forward Thinking

Relevancy - 80%

Under Secretary

Works Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Manage administrative and establishment matters of the Central Public Works Department (CPWD).
- Handle policy issues related to the CPWD Works Manual and other technical codes.
- Process matters concerning recruitment, promotion, and cadre management of CPWD engineering and architectural services.
- Oversee issues related to government accommodation (GPRA/GPOA) and estate management.
- Coordinate the execution of works under the Members of Parliament Local Area Development Scheme (MPLADS).
- Handle parliamentary questions, RTI applications, and court cases related to CPWD and works.
- Process proposals for the creation and continuation of posts in CPWD.

Activities

- Examine proposals for amendments to CPWD recruitment rules.
- Process files related to DPCs, postings, and transfers of CPWD officers.
- Draft replies to Parliament Questions concerning CPWD projects and performance.
- Handle arbitration and litigation cases involving CPWD contracts.
- Review and process proposals for new construction and maintenance works.

- Liaise with the Ministry of Statistics and Programme Implementation on MPLADS matters.

- Manage files related to the classification and de-classification of government buildings.

- Coordinate with the Directorate of Estates on policy matters.

Behavioral

- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Collaboration - Relationship Management
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Establishment & HR - Handling Establishment Matters
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Litigation Management - Court case management

4 total

Domain

- Public Works Administration - CPWD Establishment and Cadre Management
- Public Works Administration - CPWD Works Manual and Codes
- Personnel Administration - Recruitment Rules for Engineering Services
- Estate Management - General Pool Residential Accommodation (GPRA) Rules
- Scheme Management - MPLADS Guidelines and Implementation
- Contract Management - Arbitration in Works Contracts
- Project Management - Monitoring of Public Works Projects
- Financial Management - Sanction of Expenditure for Works

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Maintenance of Land and Building Assets

Domain Competencies

Finance and Economy - Investment & Public Asset Management

Relevancy - 97%

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course — AI Recommended - iGOT

Introductory Video: On Campus 'Project Management PPP and Finance'

Domain Competencies

Infrastructure - Railways

Relevancy - 87%

Course — AI Recommended - iGOT

Encadrement and Decadrement Procedures in Central Secretariat Cadres

Domain Competencies

Governance - Personnel and Training

Relevancy - 84%

Course

AI Recommended - iGOT

Design and Laying of Medium Voltage Electrical Cables

Domain Competencies

Resources - Power

Relevancy - 80%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 96%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 96%

Course

AI Recommended - iGOT

Transfer and Posting

Functional Competencies

Establishment & HR - Handling Establishment Matters

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 95%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 86%

Course

AI Recommended - iGOT

Appeal Revision and Review

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How
- Establishment & HR - Handling Establishment Matters

Relevancy - 84%

Course

AI Recommended - iGOT

लोक निर्माण विभाग के लिए भवन कार्यों में निविदा

Functional Competencies

- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management

Relevancy - 83%

Course

AI Recommended - iGOT

Departmental Promotion Committee and its Functions

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 81%

Course

AI Recommended - iGOT

UNDERSTANDING OF RECRUITMENT PROCEDURE

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Office Management - Office Procedures
- Vigilance Administration - Conduct Rules

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 83%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 82%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 81%

Section Officer

Administrative Division

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Supervise the work of the section, ensuring timely and efficient disposal of cases.
- Manage and monitor the work of Assistant Section Officers and other staff in the section.
- Oversee the processing of files related to establishment, cadre management, reservation, and IT support.
- Act as the first level of review for notes and drafts prepared by ASOs.
- Monitor public grievances, RTI matters, and parliamentary references pertaining to the section.
- Ensure proper record management and maintenance of files in accordance with office procedures.
- Provide guidance to junior staff on rules, regulations, and procedures.

Activities

- Distribute and assign work to the staff within the section.
- Review and approve draft communications prepared by ASOs.
- Monitor pendency and ensure timely action on all files.
- Conduct periodic reviews of records and files for weeding out.
- Prepare consolidated reports and statements for the section.
- Liaise with other sections and divisions for inter-departmental coordination.
- Train new staff on office procedures and the use of e-Office.
- Ensure compliance with reservation policies in all establishment matters.

Behavioral	Functional	Domain
Team Leadership - Mentoring	Establishment & HR - Handling Establishment Matters	Supervisory Skills - Work Distribution and Monitoring

Outcome Orientation - Accountability

Solution Orientation - Attention to Detail

Operational Excellence - Process Excellence

4 total

Office Management - Office Procedures

Office Management - E-Office

Handling RTI Matters - RTI Responsiveness

Grievance Redressal - Public Grievance Handling

5 total

Establishment & HR - Central Civil Services (CCS) Rules

Office Administration - Manual of Office Procedure (MOP)

Record Management - File and Record Weeding Procedures

Reservation Policy - Oversight of Roster Implementation

IT Management - Supervision of IT Cell functions

Personnel Administration - Cadre Management of Central Secretariat Services

Parliamentary Procedures - Monitoring of Parliamentary Assurances

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

UNDERSTANDING OF RECRUITMENT PROCEDURE

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Office Management - Office Procedures
- Vigilance Administration - Conduct Rules

Relevancy - 91%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 91%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO (Hindi)

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Administration Matters - Handling Allowances & Reimbursement
- Information & Communication Management - Dissemination of Information

Relevancy - 88%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 87%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 87%

Course

AI Recommended - iGOT

Mentoring for Effective Human Resource Development

Behavioral Competencies

- Personal Effectiveness - Navigating Ambiguity

Relevancy - 86%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 81%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 80%

Assistant Section Officer

Administrative Division

Behavioral: 4 total Functional: 6 total Domain: 8 total

Roles & Responsibilities

- Process files and cases related to establishment matters, service rules, and personnel administration for various cadres (CSS, CSSS, CSCS).
- Handle matters of recruitment, promotion, pay fixation, seniority, and deputation.
- Manage correspondence related to employee grievances, leave (LTC), and travel claims.
- Assist in maintaining service books and personal files of employees.
- Process cases related to reservations in services for SC/ST/OBC/EWS/PwD and maintain reservation rosters.
- Provide first-level IT support in the IT Cell, including managing e-Office and basic hardware/software issues.
- Draft routine communications, office orders, notifications, and replies to RTI applications on administrative matters.

Activities

- Draft notes and letters on establishment files for submission to Section Officer.
- Update and maintain registers and records related to cadre management.
- Process applications for leave, LTC, and other claims for verification.
- Prepare seniority lists and vacancy circulars for circulation.
- Assist in the preparation of replies to RTI applications and parliamentary questions related to administration.
- Handle DAK (receipt and dispatch of letters) and file movements using e-Office.
- Provide first-level IT support to users in the ministry.
- Assist in implementing and monitoring reservation rosters.

Behavioral	Functional	Domain
Solution Orientation - Attention to Detail	Establishment & HR - Handling Establishment Matters	Establishment & HR - Central Civil Services (CCS) Conduct Rules, 1964

Outcome Orientation - Initiative and Drive

Collaboration - Knowledge Sharing

Operational Excellence - Planning & Prioritization

4 total

Establishment & HR - Handling matters of Reservations

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

6 total

Establishment & HR - Central Civil Services (CCA) Rules, 1965

Personnel Administration - Service Book Maintenance and Verification

Reservation Policy - Maintenance of Reservation Rosters

Office Administration - Manual of Office Procedure (MOP)

IT Support - e-Office and Basic Troubleshooting

Pay and Allowances - Pay Fixation and Allowances Rules

Leave & Travel - LTC and Leave Rules

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Reservation Rosters: Compliance and Implementation

Functional Competencies

Establishment & HR - Handling matters of Reservations

Relevancy - 96%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

UNDERSTANDING OF RECRUITMENT PROCEDURE

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Office Management - Office Procedures
- Vigilance Administration - Conduct Rules

Relevancy - 89%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO (Hindi)

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Administration Matters - Handling Allowances & Reimbursement
- Information & Communication Management - Dissemination of Information

Relevancy - 88%

Course

AI Recommended - iGOT

Transfer and Posting

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 87%

Course

AI Recommended - iGOT

Understanding the Service Book

Functional Competencies

- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Establishment & HR - Handling Establishment Matters

Relevancy - 85%

Course

AI Recommended - iGOT

Matters relating to Pay Module

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Administration Matters - Handling Allowances & Reimbursement

Relevancy - 82%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 81%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 88%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 83%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Section Officer

AMRUT Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervise the work of the section dealing with the AMRUT mission.
- Ensure timely and accurate processing of files related to project approvals, fund releases, and policy matters.
- Manage and monitor the work of ASOs in the section, providing guidance and support.
- Act as the first level of review for all notes, drafts, and proposals prepared by the section.
- Oversee the monitoring of mission progress and the preparation of consolidated reports.
- Liaise with State Governments and other stakeholders on implementation issues.
- Manage the section's response to parliamentary matters, RTI applications, and public grievances.

Activities

- Distribute and prioritize files and tasks among the ASOs.
- Review and vet proposals for fund release before submission to the Under Secretary.
- Monitor the pendency of files and ensure adherence to timelines.
- Ensure data accuracy and timely updates on the AMRUT MIS portal.
- Draft responses to complex queries from states and other stakeholders.
- Coordinate the preparation of material for review meetings and parliamentary committees.
- Train junior staff on AMRUT guidelines and office procedures.
- Maintain the section's records and ensure proper file management.

Behavioral

- Team Leadership - Mentoring
- Outcome Orientation - Accountability
- Solution Orientation - Attention to Detail
- Operational Excellence - Process Excellence

4 total

Functional

- Project Management - Project Evaluation & Monitoring
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Grievance Redressal - Public Grievance Handling

4 total

Domain

- Scheme Management - AMRUT 2.0 Guidelines and Implementation
- Supervisory Skills - Section and Workflow Management
- Project Appraisal - Review of State Annual Action Plans (SAAPs)
- Financial Management - Oversight of Fund Release Process
- State Coordination - Handling Correspondence with State Nodal Agencies
- Monitoring & Evaluation - Supervision of MIS Data Entry and Reporting
- Parliamentary Procedures - Coordinating Replies to Parliament Questions
- Urban Infrastructure - Policy aspects of Water and Sewerage

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Operations and Maintenance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 80%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 96%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 92%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 92%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 92%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 89%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 89%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 89%

Course

AI Recommended - iGOT

Mentoring for Effective Human Resource Development

Behavioral Competencies

- Personal Effectiveness - Navigating Ambiguity

Relevancy - 87%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Assistant Section Officer

AMRUT Division

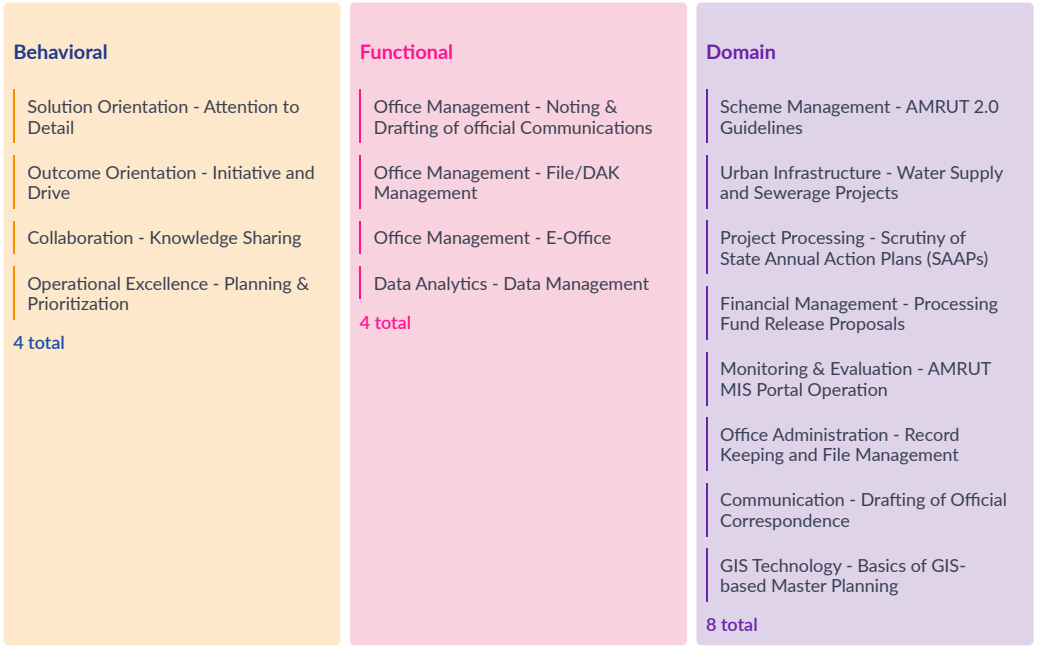
Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Process files and proposals related to the Atal Mission for Rejuvenation and Urban Transformation (AMRUT).
- Assist in the examination of State Annual Action Plans (SAAPs) and project proposals.
- Handle correspondence with State Governments and ULBs regarding mission implementation.
- Assist in monitoring the physical and financial progress of AMRUT projects.
- Maintain records, registers, and databases for the AMRUT division.
- Draft routine communications, notes, and replies for RTI applications and parliamentary questions.
- Provide support in organizing review meetings, workshops, and video conferences.

Activities

- Draft notes on files for release of funds to states under AMRUT.
- Compile data from the AMRUT MIS portal for progress reports.
- Process papers for meetings of the Apex Committee and other review bodies.
- Handle DAK and file movements within the division using e-Office.
- Assist in preparing presentations and briefs on mission achievements.
- Maintain a log of all incoming and outgoing correspondence.
- Draft replies to routine queries from states and ULBs.
- Provide logistical support for divisional meetings and events.



Recommended Courses:

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 85%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 90%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 85%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 80%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 80%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 80%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 80%

Section Officer

Budget Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervise the work of the section responsible for the Ministry's budget.
- Ensure the timely and accurate preparation of Detailed Demands for Grants, Outcome Budget, and other budgetary documents.
- Manage and monitor the work of ASOs in the section, providing guidance on budgetary procedures.
- Act as the first level of review for all budgetary proposals, re-appropriation cases, and expenditure reports.
- Oversee the section's response to audit paras and matters related to parliamentary financial committees (PAC, Estimates Committee).
- Liaise with the Ministry of Finance and all divisions of MoHUA on budgetary matters.

- Ensure proper record management of all financial and budgetary files.

Activities

- Distribute and prioritize budgetary tasks among the staff.
- Review and vet budget estimates and expenditure statements prepared by ASOs.
- Monitor the process of budget formulation and ensure adherence to deadlines.
- Coordinate the printing and laying of budget documents in Parliament.
- Draft responses to complex audit observations and PAC recommendations.
- Organize internal meetings to discuss budget allocation and expenditure control.
- Train junior staff on government accounting and budgetary rules.
- Ensure data integrity in all financial reporting from the section.

Behavioral

- Team Leadership - Mentoring
- Outcome Orientation - Accountability
- Solution Orientation - Attention to Detail
- Solution Orientation - Analytical Thinking

4 total

Functional

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Office Management - Office Procedures

4 total

Domain

- Budgetary Processes - Supervision of Budget Formulation
- Supervisory Skills - Section and Workflow Management
- Financial Rules - General Financial Rules (GFR) and FRBM Act
- Audit and Compliance - Management of C&AG Audit Paras
- Parliamentary Finance - Handling Public Accounts Committee (PAC) Matters
- Stakeholder Coordination - Liaison with Ministry of Finance
- Financial Reporting - Oversight of Outcome Budget
- Digital Tools - Advanced Excel for Budget Analysis

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 89%

Course — AI Recommended - iGOT

Audit Follow Up and Parliamentary Oversight

Domain Competencies

Finance and Economy - Expenditure

Relevancy - 89%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 92%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 86%

Course

AI Recommended - iGOT

Inclusive Public Finance: Gender Responsive Budgeting

Functional Competencies

- Financial Management - Government accounts

Relevancy - 85%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 81%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Assistant Section Officer

Budget Division

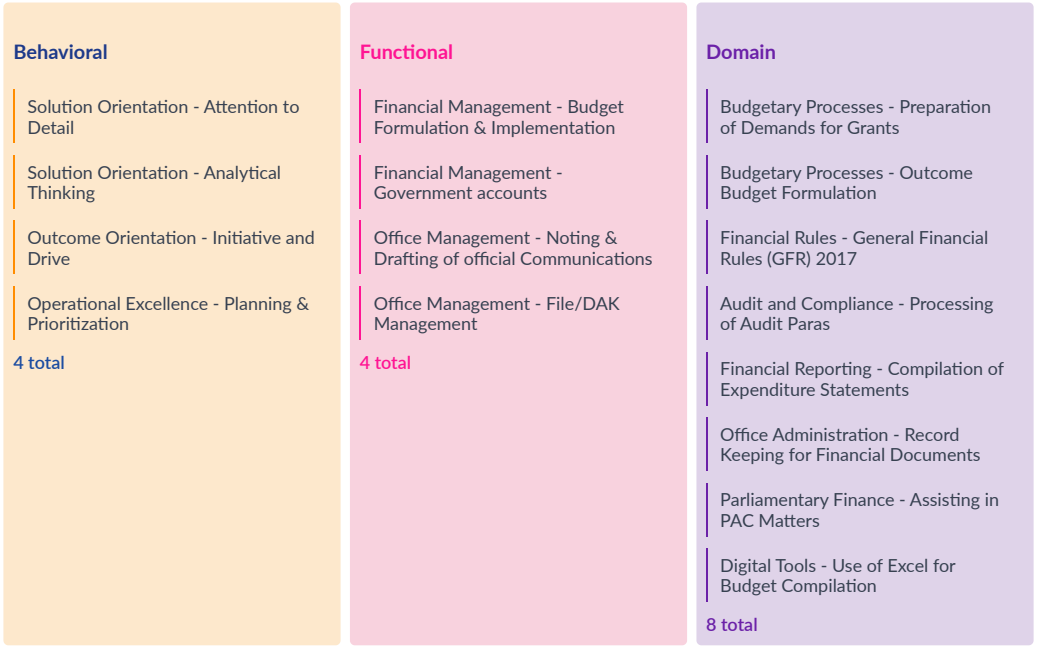
Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assist in the preparation of the Ministry's annual budget, including Detailed Demands for Grants and Outcome Budget.
- Process files related to budget allocation, re-appropriation, and surrender of funds.
- Handle correspondence with the Ministry of Finance and other divisions regarding budgetary matters.
- Assist in preparing responses to audit paras from C&AG and queries from the Public Accounts Committee (PAC).
- Maintain records, registers, and databases for the Budget Division.
- Draft routine communications, notes, and replies for RTI applications and parliamentary questions on budget.
- Provide support in compiling data for financial reports and statements.

Activities

- Compile budget estimates from various divisions and attached offices.
- Draft notes on files for re-appropriation of funds between budget heads.
- Process papers for meetings related to budget discussions.
- Handle DAK and file movements for the Budget Division using e-Office.
- Assist in preparing presentations on the Ministry's budget and expenditure.
- Maintain a log of all audit paras and track their settlement.
- Draft replies to routine queries on budgetary allocations.
- Assist in the printing and distribution of budget documents.



Recommended Courses:

Course

AI Recommended - iGOT

Introduction and Legal Provisions

Domain Competencies

Governance - Legal Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Audit Follow Up and Parliamentary Oversight

Domain Competencies

Finance and Economy - Expenditure

Relevancy - 80%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Relevancy - 98%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 92%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 92%

Course

AI Recommended - iGOT

बजट एवं बजटीय प्रक्रियाओं का व्यापक परिचय

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management

Relevancy - 91%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

आहरण एवं संवितरण अधिकारी के कार्य एवं उत्तरदायित्व

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Budget Formulation & Implementation
- Financial Management - Government accounts
- Office Management - Office Procedures

Relevancy - 85%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 85%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

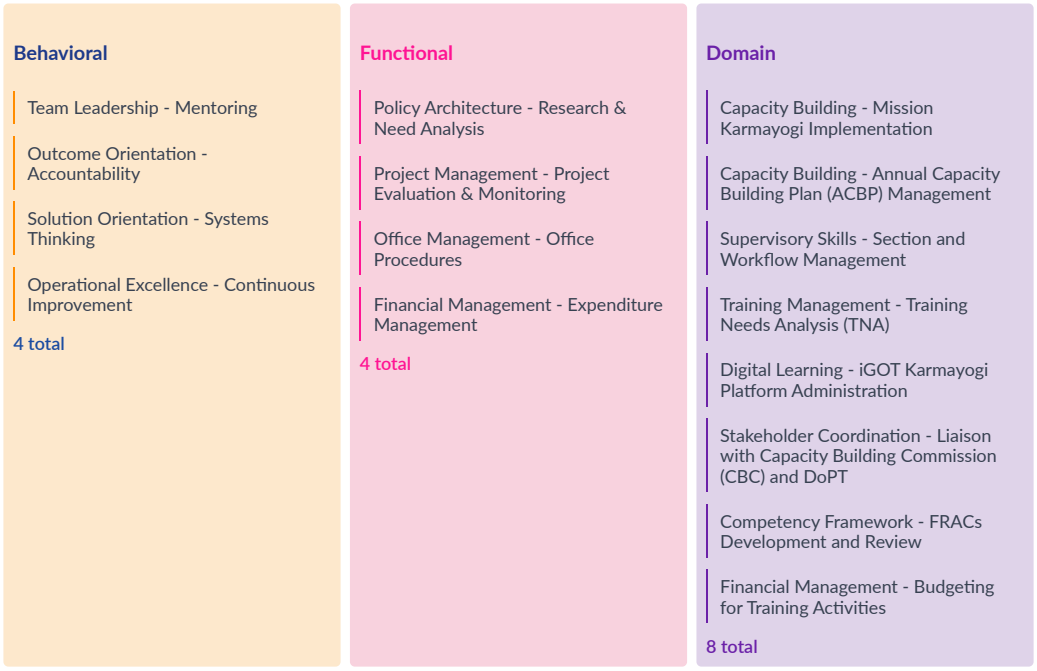
Relevancy - 83%

Roles & Responsibilities

- Supervise the functioning of the Capacity Building Unit (CBUD) and the Mission Karmayogi Cell.
- Oversee the formulation, implementation, and monitoring of the Ministry's Annual Capacity Building Plan (ACBP).
- Manage the work of ASOs in the section, ensuring timely processing of training-related files.
- Act as the first level of review for all proposals, reports, and correspondence related to capacity building.
- Liaise with the Capacity Building Commission (CBC), DoPT, and various training institutions.
- Ensure alignment of the Ministry's training initiatives with the goals of Mission Karmayogi.
- Manage the budget and expenditure for capacity building activities.

Activities

- Guide the team in conducting Training Needs Analysis (TNA) and preparing the ACBP.
- Review and vet proposals for training programs and engagement of knowledge partners.
- Monitor the progress of training activities against the ACBP targets.
- Coordinate with all divisions to ensure participation in mandatory and other training programs.
- Prepare consolidated reports on capacity building for senior management and CBC.
- Oversee the management of the iGOT Karmayogi platform for the Ministry.
- Organize meetings of the Ministry's Capacity Building Unit.
- Train junior staff on the principles of Mission Karmayogi and ACBP formulation.



Recommended Courses:

Course

AI Recommended - iGOT

Introduction to Karmayogi Competency Model (KCM)

Domain Competencies

Governance - Personnel and Training

Relevancy - 96%

Course

AI Recommended - iGOT

Accreditation of Civil Service Training Institutes

Domain Competencies

Governance - Personnel and Training

Relevancy - 86%

Course

AI Recommended - iGOT

Mission Karmayogi Guidelines

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 98%

Course

AI Recommended - iGOT

Understanding Mission Karmayogi

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 97%

Course

AI Recommended - iGOT

Impact Assessment of Training Programmes

Functional Competencies

Monitoring & Evaluation - Evaluation of outcomes / outputs

Monitoring & Evaluation - Creation of M&E Framework

Policy Architecture - Policy monitoring & impact assessment

Relevancy - 94%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy monitoring & impact assessment

Office Management - Technical Proposal / Report writing

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Introductory Video: On-campus Standardization Processes

Functional Competencies

Office Management - Office Procedures

Monitoring & Evaluation - Evaluation of outcomes / outputs

Grievance Redressal - Public Grievance Handling

Establishment & HR - Handling Establishment Matters

Relevancy - 88%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 83%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 82%

Course

AI Recommended - iGOT

Mentoring for Effective Human Resource Development

Behavioral Competencies

- Personal Effectiveness - Navigating Ambiguity

Relevancy - 93%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

BSNL Mission Karmyogi Training for Executives

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Inspiring others
- Outcome Orientation - Accountability
- Collaboration - Relationship Management
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Communication - Verbal & Non-Verbal Fluency
- Service Orientation - Responsiveness

Relevancy - 91%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 89%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Mentoring

Team Leadership - Sharing constructive feedback

Service Orientation - Empathy

Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 84%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 80%

Assistant Section Officer

CBUD Division & Mission Karmayogi

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assist in the implementation of Mission Karmayogi within the Ministry.
- Process files related to the formulation and execution of the Annual Capacity Building Plan (ACBP).
- Handle correspondence with the Capacity Building Commission (CBC), DoPT, and training institutions.
- Assist in monitoring the training and capacity building activities for Ministry officials.
- Maintain records and databases of training programs, participants, and feedback.
- Draft routine communications, notes, and reports related to the Capacity Building Unit (CBUD).
- Provide support in organizing workshops, seminars, and other capacity building events.

Activities

- Compile data from various divisions for the preparation of the ACBP.
- Draft notes on files for nominating officers for training programs

- Process papers for engaging training partners and consultants.
- Handle DAK and file movements for the CBUD cell using e-Office.
- Assist in preparing presentations on the progress of Mission Karmayogi implementation.
- Maintain a database of competencies mapped for various roles (FRACs).
- Draft replies to queries related to training and iGOT Karmayogi platform.
- Provide logistical support for CBUD meetings and events.

Behavioral

- Self-Awareness - Self-Learning
- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Office Management - E-Office
- Data Analytics - Data Management

4 total

Domain

- Capacity Building - Mission Karmayogi Framework
- Capacity Building - Annual Capacity Building Plan (ACBP) Process
- Training Management - Processing Training Nominations
- Digital Learning - iGOT Karmayogi Platform Awareness
- Stakeholder Coordination - Liaison with Capacity Building Commission (CBC)
- Data Management - Maintenance of Training Records
- Competency Framework - Understanding of FRACs
- Office Administration - Record Keeping for CBUD

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Introduction to Karmayogi Competency Model (KCM)

Domain Competencies

Governance - Personnel and Training

Relevancy - 98%

Course — AI Recommended - iGOT

Accreditation of Civil Service Training Institutes

Domain Competencies

Governance - Personnel and Training

Relevancy - 85%

Course — AI Recommended - iGOT

Mission Karmayogi Guidelines

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 100%

Course — AI Recommended - iGOT

Understanding Mission Karmayogi

Functional Competencies

Establishment & HR - Handling Establishment Matters

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 96%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 93%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Data Analytics Essentials for the Defence Ecosystem

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 86%

Course

AI Recommended - iGOT

Microsoft Excel for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management

Relevancy - 85%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 82%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 80%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 88%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 87%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 82%

Assistant Section Officer

Central Vista Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Process files and proposals related to the Central Vista Redevelopment Project.
- Assist in handling correspondence with CPWD, contractors, and other stakeholder agencies.
- Help in monitoring project timelines, budgets, and compliance with architectural and heritage standards.
- Maintain records, registers, and documentation for the Central Vista Division.
- Draft routine communications, notes, and replies for RTI applications and parliamentary questions.
- Provide support in organizing review meetings and preparing progress reports.
- Assist in matters related to land acquisition, project approvals, and inter-ministerial coordination.

Activities

- Draft notes on files related to project sanctions and expenditure.
- Compile data and progress updates from CPWD for review meetings.
- Process papers for meetings of high-level committees overseeing the project.
- Handle DAK and file movements for the division using e-Office.
- Assist in preparing presentations on the status of Central Vista projects.
- Maintain a log of all project-related documentation and approvals.
- Draft replies to routine queries from stakeholders.
- Provide logistical support for site visits and project review meetings.

Behavioral	Functional	Domain
Solution Orientation - Attention to Detail	Office Management - Noting & Drafting of official Communications	Project Management - Central Vista Project Components
Outcome Orientation - Initiative and Drive	Office Management - File/DAK Management	Public Works - Basics of Large-Scale Construction Projects

Collaboration - Knowledge Sharing

Operational Excellence - Planning & Prioritization

4 total

Office Management - E-Office

Data Analytics - Data Management

4 total

Office Administration - Record Keeping for Infrastructure Projects

Financial Management - Processing of Project-related Expenditure Files

Stakeholder Coordination - Correspondence with CPWD and Contractors

Monitoring & Evaluation - Tracking Project Milestones

Communication - Drafting of Official Correspondence

Heritage Conservation - Awareness of Heritage and Architectural Standards

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Fair Compensation and Land Acquisition Act 2013

Domain Competencies

Rural and Agriculture - Land Resources

Relevancy - 82%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 96%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 92%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 87%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

- Financial Management - Financial Management
- Project Management - Project Evaluation & Monitoring
- Policy Architecture - Policy implementation

Relevancy - 85%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 92%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 84%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 81%

Roles & Responsibilities

- Supervising the work of the section related to the Central Vista Redevelopment Project.
- Ensuring timely processing of files, proposals, and communications concerning Central Vista.
- Coordinating with CPWD, consultants, and other stakeholders involved in the project.
- Monitoring project milestones and reporting progress to senior officers.
- Ensuring compliance with all procedural and financial guidelines in project-related matters.

Activities

- Reviewing and approving notes and drafts prepared by Assistant Section Officers.
- Monitoring the movement and disposal of files related to Central Vista construction and planning.
- Preparing briefs and status reports on project progress for senior management.
- Coordinating with technical and financial wings for project approvals and fund releases.
- Handling RTI applications and Parliamentary Questions concerning the Central Vista project.
- Managing the section's records and ensuring proper documentation through e-Office.

Behavioral

- Outcome Orientation - Accountability
- Operational Excellence - Planning & Prioritization
- Team Leadership - Mentoring
- Solution Orientation - Attention to Detail

4 total

Functional

- Project Management - Project Implementation
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures
- Public Procurement (GFR) - Contract Management
- Handling Parliamentary Matters - Submission of briefs, supply of information

5 total

Domain

- Project Management - Central Vista Redevelopment Project Guidelines
- Public Works - CPWD Works Manual
- Financial Management - General Financial Rules (GFR) 2017
- Contract Management - Tendering and Bidding Processes for Large Infrastructure
- Coordination - Inter-agency Coordination with CPWD and other bodies
- Heritage Conservation - Guidelines for Development in Heritage Zones
- Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
- Digital Governance - e-Office and Project Monitoring Portals

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 97%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

Public Procurement (GFR) - Contract Management

Relevancy - 92%

Course

AI Recommended - iGOT

Different Types of Construction Contracts

Functional Competencies

Public Procurement (GFR) - Contract Management

Project Management - Project Planning

Relevancy - 90%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Office Management - Office Procedures

Relevancy - 90%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 81%

Section Officer

Coordination Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the work of the Coordination section, ensuring efficient inter-divisional and inter-ministerial coordination.
- Overseeing the management of parliamentary matters, VIP references, and public grievances routed through the division.
- Ensuring timely compilation and submission of consolidated reports and information for senior management.
- Monitoring the implementation of decisions taken in coordination meetings.
- Guiding Assistant Section Officers on procedural and substantive aspects of coordination work.

Activities

- Reviewing and finalizing draft communications for inter-departmental circulation.
- Monitoring the status of responses and inputs sought from various divisions.
- Overseeing the preparation of agenda and minutes for coordination meetings.
- Ensuring timely submission of replies to Parliament Questions and Assurances.
- Supervising the maintenance of central registers and databases for the division.
- Acting as the nodal point for collating information for reports to PMO, Cabinet Secretariat, etc.
- Managing the workflow and distribution of tasks within the section.

Behavioral

- Outcome Orientation - Accountability
- Collaboration - Relationship Management
- Operational Excellence - Planning & Prioritization
- Team Leadership - Mentoring

4 total

Functional

- Office Management - Office Procedures
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Grievance Redressal - Public Grievance Handling
- Citizen Centricity - Citizen Partnering & Collaboration

4 total

Domain

- Coordination - Inter-Ministerial Coordination Mechanisms
- Parliamentary Procedures - Management of Parliamentary Assurances
- Information Management - Consolidated Reporting for PMO and Cabinet Secretariat
- Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
- Monitoring Systems - e-Samiksha and Pragati Portal Oversight
- Grievance Redressal - CPGRAMS Monitoring and Reporting

Digital Governance - e-Office Workflow Management

Rules of Business - Allocation of Business (AoB) Rules

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 87%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

Information & Communication Management - Dissemination of Information

Information & Communication Management - Management of information on official websites

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 91%

Course

AI Recommended - iGOT

Service Delivery Management

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Change Management - Change Implementation
- Citizen Centricity - Design Thinking
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 84%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 97%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 96%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 89%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 80%

Assistant Section Officer

Coordination Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files and proposals requiring inter-divisional and inter-ministerial coordination.
- Drafting communications, office memorandums, and letters for the Coordination Division.
- Maintaining records of meetings, decisions, and action-taken reports.
- Assisting in the compilation of information for parliamentary matters and VIP references.
- Handling routine correspondence and file management within the section.

Activities

- Drafting notes on proposals for inter-departmental consultation.
- Processing files for circulation and obtaining comments from various divisions.
- Maintaining registers and trackers for monitoring the status of coordinated actions.
- Assisting in the preparation of briefs for high-level meetings.

- Handling the receipt and dispatch of communications (DAK) for the section.

- Updating information on monitoring portals like e-Samiksha and Pragati.

- Processing RTI applications pertaining to the Coordination Division.

Behavioral

- Outcome Orientation - Initiative and Drive
- Solution Orientation - Attention to Detail
- Self-Awareness - Self-Learning
- Collaboration - Knowledge Sharing

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Coordination - Inter-Divisional Communication Protocols
- Parliamentary Procedures - Handling Parliament Questions and Assurances
- Information Management - e-Samiksha and Pragati Portal Management
- Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
- Right to Information - RTI Act 2005 Procedures
- Record Management - File and DAK handling
- Digital Governance - e-Office Operations
- Reporting - Preparation of Action Taken Reports (ATRs)

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 92%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Relevancy - 100%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO (Hindi)

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Administration Matters - Handling Allowances & Reimbursement
- Information & Communication Management - Dissemination of Information

Relevancy - 99%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 99%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Key Components of E-Office

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 91%

Course

AI Recommended - iGOT

संसदीय प्रश्नों से परिचय

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

दस्तावेज में सचिवालय का कामकाज

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Right to Information (Prarambh)

Functional Competencies

- Handling RTI Matters - RTI Responsiveness
- Handling RTI Matters - RTI Records Management

Relevancy - 85%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 85%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 84%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 83%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 81%

Section Officer

Delhi Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the examination and processing of all matters related to urban development in Delhi.
- Overseeing the work related to the Master Plan for Delhi, Zonal Development Plans, and land use changes.
- Ensuring proper coordination with DDA, MCD, NDMC, and other agencies on Delhi-specific issues.
- Monitoring the handling of parliamentary matters, court cases, and VIP references concerning the division.
- Guiding the section on complex issues of land administration, housing policy, and urban planning in Delhi.

Activities

- Reviewing and approving notes on proposals for land use change and amendments to building bye-laws.
- Supervising the processing of files related to DDA's housing programs and land disposal policies.

- Monitoring the status of unauthorized constructions and coordinating on removal actions.
- Ensuring timely and accurate responses to Parliament Questions and RTI applications.
- Overseeing the examination of legislative proposals like the Delhi Development Act and DUAC Act.
- Coordinating with the legal cell on court cases involving the Delhi Division.
- Managing the workflow of the section and ensuring adherence to timelines for file disposal.

Behavioral

- Outcome Orientation - Accountability
- Solution Orientation - Systems Thinking
- Team Leadership - Mentoring
- Decision Making - Sound Judgement

4 total

Functional

- Office Management - Office Procedures
- Litigation Management - Court case management
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Citizen Centricity - Citizen Partnering & Collaboration

4 total

Domain

- Urban Planning - Master Plan for Delhi (MPD) Implementation and Monitoring
- Land Management - Policy on Land Pooling and Nazul Lands
- Regulatory Framework - Delhi Development Act and DUAC Act
- Inter-Agency Coordination - Liaison with DDA, MCD, and NDMC
- Housing - DDA Housing Schemes and Policies
- Legal Acumen - Handling Court Cases related to Land and Property
- Administrative Procedures - Supervision and Workflow Management
- Regional Planning - NCRPB Regional Plan 2041

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course — AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course — AI Recommended - iGOT

Integrated Approaches to Peri-Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 93%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 84%

Course

AI Recommended - iGOT

Judicial Review and Reading a Judgement

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management

Relevancy - 83%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 94%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 93%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 86%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Rajadharma: The Inner Compass for Modern Governance

Behavioral Competencies

- Decision Making - Sound Judgement
- Service Orientation - Service Excellence (wrt citizens)
- Self-Awareness - Purposefulness
- Strategic Leadership - Forward Thinking

Relevancy - 81%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 80%

Assistant Section Officer

Delhi Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files related to urban planning, land use, and development in Delhi.
- Drafting notes, letters, and communications concerning DDA, MCD, NDMC, and other Delhi-based agencies.
- Maintaining records of proposals for land use change, zonal plan modifications, and building bye-laws.
- Assisting in handling matters related to the Master Plan for Delhi and the NCR Regional Plan.
- Supporting the section in processing RTI applications and parliamentary matters related to Delhi.

Activities

- Drafting examination notes on proposals for change of land use.
- Processing files related to the implementation of the Master Plan for Delhi (MPD).
- Maintaining case files for matters pertaining to DDA housing schemes and land disposal.
- Assisting in the preparation of responses to Parliament Questions on Delhi's urban issues.
- Processing applications and references received from Delhi government and local bodies.
- Compiling data and information for reports on unauthorized constructions and encroachments.
- Handling routine file work and record-keeping for the assigned desk in Delhi Division.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Self-Awareness - Self-Learning
- Communication - Reading & Comprehension

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Handling RTI Matters - RTI Responsiveness

Domain

- Urban Planning - Master Plan for Delhi (MPD)
- Land Management - Delhi Development Authority (DDA) Regulations
- Regulatory Framework - Delhi Development Act, 1957
- Building Regulations - Unified Building Bye-Laws for Delhi

4 total

Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)

Regional Planning - National Capital Region Planning Board (NCRPB) Act

Digital Governance - e-Office and File Tracking System

Legal - Delhi Rent Control Act

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO (Hindi)

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Administration Matters - Handling Allowances & Reimbursement
- Information & Communication Management - Dissemination of Information

Relevancy - 92%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 91%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 86%

Course

AI Recommended - iGOT

दस्तावेज में सचिवालय का कामकाज

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 83%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 82%

Course

AI Recommended - iGOT

Reading Deeply

Behavioral Competencies

- Communication - Reading & Comprehension
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Learning

Relevancy - 80%

Section Officer

Economic Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the economic analysis and appraisal of urban sector schemes and policies.
- Overseeing the work related to Public-Private Partnerships (PPP) and other innovative financing mechanisms.
- Managing the division's inputs for the Economic Survey, Finance Commission, and other high-level reports.
- Coordinating the monitoring and evaluation of schemes through the Output-Outcome Monitoring Framework (OOMF).
- Guiding the section in conducting research studies and preparing analytical notes.

Activities

- Reviewing and finalizing economic appraisal notes on new schemes and projects.
- Supervising the examination of PPP proposals and Viability Gap Funding requests.
- Overseeing the compilation of data and drafting of chapters for the Economic Survey.
- Managing the process of responding to Finance Commission queries and recommendations.
- Monitoring the progress of research studies commissioned by the division.
- Ensuring timely and accurate reporting on scheme performance against outcome targets.
- Handling parliamentary matters and RTI applications for the Economic Division.

Behavioral

- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Team Leadership - Mentoring
- Decision Making - Sound Judgement

4 total

Functional

- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Data Analytics - Data led Decision making
- Office Management - Technical Proposal / Report writing

4 total

Domain

- Economic Policy - Urban Sector Economic Analysis
- Public Finance - Management of Finance Commission Matters
- Innovative Finance - Public-Private Partnership (PPP) Structuring
- Monitoring & Evaluation - Output-Outcome Monitoring Framework (OOMF) Management
- Policy Research - Appraisal and Management of Research Studies

National Accounting - Preparation of Inputs for Economic Survey

Administrative Procedures - Supervision of Sectional Work

Data Analysis - Statistical Analysis for Policy Making

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Public Privare Partnerships (PPP) for Infrastructure Projects

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

DEVELOPMENT CHALLENGES IN TRIBAL AREAS AND ASPIRATIONAL DISTRICTS

Domain Competencies

Welfare - Tribal Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Infrastructure Financing

Functional Competencies

Financial Management - Financial Management

Project Management - Project Evaluation & Monitoring

Policy Architecture - Policy implementation

Relevancy - 97%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 95%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 95%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 94%

Course

AI Recommended - iGOT

Evidence in Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 92%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 91%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 89%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 88%

Course

AI Recommended - iGOT

Case Study Writing for Policy and Practice

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Information & Communication Management - Dissemination of Information

Relevancy - 87%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

Proficiency in technical and scientific writing

Functional Competencies

- Office Management - Technical Proposal / Report writing
- Policy Architecture - Research & Need Analysis

Relevancy - 85%

Course

AI Recommended - iGOT

Multi-Criteria Decision Systems for Prioritizing Factors

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Data Analytics - Data led Decision making
- Project Management - Project Evaluation & Monitoring

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 81%

Assistant Section Officer

Economic Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting in the economic analysis of urban sector policies, schemes, and projects.
- Processing files related to Public-Private Partnerships (PPP) in urban infrastructure.
- Drafting notes and compiling data for reports on economic trends and mission performance.
- Maintaining records and correspondence for the Economic Division.
- Supporting the division in matters related to the Finance Commission and economic surveys.

Activities

- Collecting and compiling economic data related to urban development schemes.
- Drafting initial notes on the economic appraisal of project proposals.
- Processing files related to PPP projects and Viability Gap Funding (VGF).
- Assisting in the preparation of inputs for the Economic Survey and other national reports.
- Maintaining records of Finance Commission recommendations and action taken reports.
- Handling routine file work, correspondence, and record-keeping for the division.
- Providing administrative support for meetings and presentations by the Economic Adviser.

Behavioral

- Solution Orientation - Analytical Thinking
- Solution Orientation - Attention to Detail
- Self-Awareness - Self-Learning
- Outcome Orientation - Initiative and Drive

4 total

Functional

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

4 total

Domain

- Economic Analysis - Urban Economics and Development
- Public Finance - Finance Commission Recommendations
- Project Appraisal - Public-Private Partnership (PPP) Models
- Data Management - Collection and Compilation of Economic Data
- Reporting - Contribution to Economic Survey
- Scheme Monitoring - Output-Outcome Monitoring Framework (OOMF)
- Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
- Digital Governance - e-Office Operations

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Public Privare Partnerships (PPP) for Infrastructure Projects

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 97%

Course

AI Recommended - iGOT

Public - Private Partnership

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 96%

Course

AI Recommended - iGOT

Infrastructure Financing

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Public Finance under Co-operative Federalism

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 84%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Understanding of Public-Private Partnership

Functional Competencies

Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 95%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Policy Architecture - Policy design/ amendment

Relevancy - 92%

Course

AI Recommended - iGOT

Evaluating Investment Proposals Through Capital Budgeting Techniques

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Overview of Basic Statistics

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Management

Relevancy - 87%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Understanding the Indian Union Budget

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 85%

Course

AI Recommended - iGOT

Data Analysis and Visualization

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 85%

Course

AI Recommended - iGOT

Visual Intelligence and Data Storytelling Essentials

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 82%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Critical Thinking

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 84%

Section Officer

Finance Commission Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Finance Commission Cell in the Ministry primarily deals with Urban Local Body grants to the States as recommended by Finance Commission.

- Supervising all work related to the Finance Commission Cell within the Ministry.

- Overseeing the preparation and submission of the Ministry's memoranda and reports to the Finance Commission.

- Coordinating with States and other ministries on matters pertaining to the Finance Commission.

- Tracking the status of ULB grant claim submitted by the States.

Activities

- Supervising the process of recommending ULB grants based on Finance Commission recommendations.

- Assisting in preparation of detailed memorandum for the Finance Commission.

- Monitoring the submission of Grant Transfer Certificate, Utilization Certificates and progress reports in respect of ULB grants from States.

- Preparing briefs and presentations for senior officers on ULB grants as recommended by Finance Commission.

- Handling all parliamentary matters and RTI applications concerning the Finance Commission Cell.

Behavioral

- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Operational Excellence - Planning & Prioritization
- Team Leadership - Mentoring

4 total

Functional

- Financial Management - Expenditure Management
- Office Management - Technical Proposal / Report writing
- Citizen Centricity - Citizen Partnering & Collaboration
- Office Management - Office Procedures

4 total

Domain

- Public Finance - Finance Commission Operations and Mandate
- Fiscal Policy - Analysis of Centre-State Fiscal Transfers
- Policy Formulation - Drafting Memoranda for Constitutional Bodies
- Grant Management - Oversight of Finance Commission Grants
- Coordination - High-Level Inter-Governmental Coordination

Data Analysis - Macro-economic and Fiscal Data Interpretation

Administrative Procedures - Supervision and Workflow Management

Reporting - Monitoring Action Taken on Recommendations

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Public Finance under Co-operative Federalism

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 92%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

Financial Management - Budget Formulation & Implementation

Financial Management - Expenditure Management

Financial Management - Financial Management

Policy Architecture - Policy design/ amendment

Relevancy - 97%

Course

AI Recommended - iGOT

Evaluating Investment Proposals Through Capital Budgeting Techniques

Functional Competencies

Financial Management - Budget Formulation & Implementation

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 89%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 81%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 82%

Assistant Section Officer

Finance Commission Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files and references related to the Finance Commission.
- Assisting in the preparation of memorandums and reports for submission to the Finance Commission.
- Drafting communications and notes concerning the implementation of Finance Commission recommendations.
- Maintaining records of grants, fund releases, and utilization under Finance Commission awards.
- Supporting the cell in coordinating with states and other ministries on Finance Commission matters.

Activities

- Collecting and compiling data required for the Ministry's memorandum to the Finance Commission.
- Drafting notes on the financial implications of Finance Commission recommendations.
- Processing proposals for the release of grants to states as per Finance Commission awards.
- Maintaining a database of Action Taken Reports on Finance Commission recommendations.
- Assisting in organizing meetings and consultations with state government officials.
- Handling routine correspondence and file management for the cell.
- Processing RTI applications and parliamentary references related to the Finance Commission.

Behavioral	Functional	Domain
Solution Orientation - Attention to Detail	Data Analytics - Data Management	Public Finance - Finance Commission Framework and TOR
Solution Orientation - Analytical Thinking	Office Management - Noting & Drafting of official Communications	Fiscal Federalism - Centre-State Financial Relations
Self-Awareness - Self-Learning	Financial Management - Budget Formulation & Implementation	Data Analysis - Compilation of

Outcome Orientation - Initiative and Drive

4 total

Office Management - Office Procedures

4 total

Financial Data for Memorandums

Grant Management - Processing and Monitoring of Finance Commission Grants

Reporting - Preparation of Action Taken Reports (ATRs)

Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)

Digital Governance - e-Office Operations

Coordination - Liaison with State Finance Departments

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Public Finance under Co-operative Federalism

Domain Competencies

Finance and Economy - Economic Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 84%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 100%

Course

AI Recommended - iGOT

Public Finance

Functional Competencies

Financial Management - Budget Formulation & Implementation

Financial Management - Expenditure Management

Financial Management - Financial Management

Policy Architecture - Policy design/ amendment

Relevancy - 97%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 91%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Leading Self

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Self-Learning
- Personal Effectiveness - Resilience
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Team Leadership - Sharing constructive feedback

Relevancy - 83%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 80%

Section Officer

HFA / PMAY

Behavioral: 7 total Functional: 11 total Domain: 38 total

Roles & Responsibilities

- Supervising project proposal processing under PMAY-U.
- Overseeing sanctioning of projects by the Central Sanctioning and Monitoring Committee (CSMC).
- Ensuring timely release of central assistance to states/UTs.
- Monitoring physical and financial progress of sanctioned projects.
- Guiding the section on interpretation and application of PMAY-U guidelines.
- Supervising all matters related to the CLSS vertical, and ISSR vertical.
- Overseeing subsidy claim verification and disbursement to Central Nodal Agencies (CNAs).
- Coordinating with CNAs (HUDCO, NHB) and Primary Lending Institutions (PLIs) for smooth implementation.
- Monitoring CLSS portal performance and resolving operational issues.
- Guiding the section on handling complex policy cases under CLSS.
- Overseeing appraisal and approval of ISSR projects submitted by states/UTs.
- Coordinating with states, ULBs, and private developers for implementation.
- Monitoring ISSR project progress, ensuring timelines and quality standards.
- Guiding the section on policy matters related to slum redevelopment and rehabilitation.
- Supervising overall coordination, administration, and monitoring functions of the mission directorate.
- Overseeing IEC, capacity building, and other cross-cutting mission activities.
- Managing special initiatives like Affordable Rental Housing Complexes (ARHC) and technology sub-missions.
- Consolidating progress reports and data for mission-level monitoring and review.
- Acting as nodal point for handling parliamentary matters for the entire HFA directorate.
- Supervising specific administrative or financial cell functions within the HFA mission directorate.
- Overseeing audit compliance, legal matters, or special reports.

- Ensuring proper documentation and timely action on processed files.
- Coordinating with other HFA sections for information exchange.
- Guiding ASOs in the section on their assigned responsibilities.

Activities

- Reviewing and finalizing appraisal notes for project proposals submitted by states.
- Supervising the preparation of agenda items and minutes for CSMC meetings.
- Overseeing the processing of fund release orders through the PFMS portal.
- Monitoring project progress through the PMAY-U MIS and other reporting mechanisms.
- Handling complex queries, VIP references, and parliamentary matters related to the division.
- Coordinating with State Level Nodal Agencies (SLNAs) to resolve implementation bottlenecks.
- Managing the workflow of the section and ensuring compliance with all procedural requirements.
- Reviewing and approving the processing of subsidy claims from CNAs.
- Supervising the release of funds to CNAs for onward transfer to PLIs.
- Organizing and leading review meetings with CNAs and PLIs to monitor progress and address challenges.
- Overseeing the management of the CLSS Awas Portal (CLAP) and suggesting improvements.
- Handling escalated grievances from beneficiaries and providing resolutions.
- Preparing reports, presentations, and briefs on CLSS performance for senior management.
- Ensuring timely responses to parliamentary matters and RTI applications related to CLSS.
- Reviewing and finalizing appraisal reports for ISSR projects for submission to the CSMC.
- Supervising the release of central assistance for approved ISSR projects.
- Organizing review meetings with state officials and developers to address implementation challenges.
- Overseeing the monitoring of project milestones, including beneficiary rehabilitation.
- Handling policy queries and providing clarifications on ISSR guidelines.
- Managing parliamentary matters, court cases, and VIP references related to slum redevelopment.
- Ensuring proper documentation and reporting on the performance of the ISSR vertical.
- Reviewing and finalizing proposals for mission-wide IEC campaigns and capacity building plans.
- Supervising the implementation and monitoring of the Affordable Rental Housing Complexes (ARHC) scheme.
- Overseeing the consolidation of physical and financial progress reports from all HFA sections.
- Managing the coordination for national-level review meetings, workshops, and events.
- Ensuring timely and coordinated responses to all Parliament Questions, Assurances, and Committee matters.
- Coordinating with the technology promotion wing (BMTPC) on new housing technologies.
- Guiding the section on administrative and financial matters pertaining to the mission directorate.
- Reviewing and finalizing responses to audit observations on the PMAY-U scheme.
- Supervising the compilation of information for legal cases or special inquiries.
- Monitoring the disposal of files and ensuring adherence to procedural timelines.
- Coordinating with the finance division for budget reconciliation and expenditure statements.
- Preparing special reports on specific aspects of mission implementation as directed.
- Managing the workflow and performance of the staff in the section.
- Ensuring all records are maintained accurately in both physical and digital (e-Office) formats.

Behavioral	Functional	Domain
Outcome Orientation - Accountability	Project Management - Project Evaluation & Monitoring	Scheme Management - PMAY-U Policy and Guidelines

- Operational Excellence - Planning & Prioritization
- Team Leadership - Mentoring
- Decision Making - Sound Judgement
- Collaboration - Relationship Management
- Solution Orientation - Systems Thinking
- Solution Orientation - Attention to Detail

7 total

- Financial Management - Expenditure Management
- Financial Management - PFMS Portal Management
- Office Management - Office Procedures
- Grievance Redressal - Public Grievance Handling
- Public Procurement (GFR) - Contract Management
- Policy Architecture - Policy design/ amendment
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Citizen Centricity - Citizen Partnering & Collaboration
- Litigation Management - Court case management
- Office Management - Technical Proposal / Report writing

11 total

- Committee Management - Procedures of Central Sanctioning and Monitoring Committee (CSMC)
- Financial Management - Fund Flow Management for Centrally Sponsored Schemes
- Project Monitoring - Analysis of PMAY-U MIS Data
- Housing Finance - Understanding of Affordable Housing Verticals (AHP/BLC)
- Inter-Governmental Relations - Coordination with State Nodal Agencies
- Parliamentary Procedures - Handling Parliament Questions on Housing
- Administrative Procedures - Supervision and Workflow Management in e-Office
- Scheme Management - PMAY-U Credit Linked Subsidy Scheme (CLSS) Policy
- Scheme Management - PMAY-U In-Situ Slum Redevelopment (ISSR) Policy
- Scheme Management - PMAY-U Administrative and Financial Procedures
- Financial Management - Oversight of Large-Scale Subsidy Disbursement
- Housing Finance - Regulatory Framework for HFCs and Banks
- Administrative Procedures - Supervision and Workflow Management
- Administrative Procedures - Supervision and e-Office Workflow Management
- Stakeholder Management - Coordination with Central Nodal Agencies and PLIs
- Stakeholder Management - Coordination with Private Developers and ULBs
- IT Systems Management - Oversight of CLSS Awas Portal (CLAP)
- Grievance Redressal - Management of Escalated Beneficiary Issues
- Data Analysis - Monitoring and Reporting on Scheme Performance
- Urban Development - Slum-free City Planning
- Project Finance - Appraisal of PPP Projects in Housing
- Legal Framework - Understanding

Development Agreements for ISSR

Social Development - Beneficiary Rehabilitation and Participation

Monitoring & Evaluation - Tracking Progress of Redevelopment Projects

Monitoring & Evaluation - Consolidated Mission Performance Reporting

Mission Management - Overall Coordination of PMAY-U

Housing Policy - Affordable Rental Housing Complexes (ARHC) Policy

Communication - Management of IEC and Media Campaigns

Capacity Building - Strategic Planning for Urban Sector Training

Parliamentary Affairs - Nodal Management of Parliamentary Matters for HFA

Technology Adoption - Oversight of Housing Technology Sub-Missions

Financial Audit - Compliance and Response to Audit Paras

Legal Coordination - Liaison with Legal Cell on Scheme-related Cases

Financial Reporting - Expenditure Reconciliation and Reporting

Digital Governance - e-Office and MIS Oversight

Financial Rules - General Financial Rules (GFR) and DFPR

Reporting - Preparation of Special and Ad-hoc Reports

38 total

Recommended Courses:

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 80%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 92%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 88%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

- Finance and Economy - Revenue

Relevancy - 80%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 92%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 88%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 90%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

- Finance and Economy - Revenue

Relevancy - 80%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 92%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 90%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 88%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Course

AI Recommended - iGOT

Provider - Karmayogi Bharat

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National E-Governance Division (NEGD) MeitY Govt of India

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Railway Institute Of Transport Management (IRITM)

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - XLRI- Xavier School of Management

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Harappa Education

Leading Others

Behavioral Competencies

Team Leadership - Mentoring

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Collaborative Leadership - Conflict Management

Collaborative Leadership - Influencing and Negotiation

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - ISB Hyderabad

Managing and Leading Teams

Behavioral Competencies

Team Leadership - Mentoring

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Collaboration - Relationship Management

Self-Awareness - Self-Analysis

Collaborative Leadership - Conflict Management

Communication - Active Listening

Outcome Orientation - Accountability

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Arun Jaitley National Institute of Financial Management- Faridabad

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

Project Management - Project Evaluation & Monitoring

Financial Management - Financial Management

Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National E-Governance Division (NEGD) MeitY Govt of India

Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Relevancy - 90%

Assistant Section Officer

HFA / PMAY Division

Behavioral: 4 total Functional: 9 total Domain: 32 total

Roles & Responsibilities

- Processing files and proposals related to the Pradhan Mantri Awas Yojana - Urban (PMAY-U) mission.
- Drafting notes, letters, and communications concerning PMAY-U scheme implementation.
- Maintaining records of project sanctions, fund releases, and beneficiary data under HFA-I.
- Assisting in the examination of proposals from states/UTs under different PMAY-U verticals.
- Supporting the section in handling RTI applications and parliamentary matters related to PMAY-U.

Activities

- Drafting notes for the appraisal of project proposals under Affordable Housing in Partnership (AHP).
- Processing requests for the release of central assistance to states/UTs for PMAY-U projects.
- Maintaining case files and databases for sanctioned projects and their physical/financial progress.
- Assisting in the preparation of agenda and background notes for Central Sanctioning and Monitoring Committee (CSMC) meetings.
- Handling routine correspondence with State Level Nodal Agencies (SLNAs).
- Compiling data for progress reports and presentations on the PMAY-U mission.
- Processing beneficiary-related queries and references received in the section.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Self-Awareness - Self-Learning
- Service Orientation - Responsiveness

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Financial Management - PFMS Portal Management
- Data Analytics - Data Management
- Financial Management - Expenditure Management
- Grievance Redressal - Public Grievance Handling
- Project Management - Project Planning
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Office Management - Office Procedures

9 total

Domain

- Scheme Management - Pradhan Mantri Awas Yojana - Urban (PMAY-U) Guidelines
- Housing Policy - Affordable Housing in Partnership (AHP)
- Financial Management - Processing of Central Assistance Releases
- Project Appraisal - Examination of Detailed Project Reports (DPRs)
- Data Management - PMAY-U MIS Portal Operation
- Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
- Digital Governance - e-Office Operations
- Coordination - Correspondence with State Level Nodal Agencies (SLNAs)
- Scheme Management - PMAY-U Beneficiary-Led Construction (BLC) Guidelines
- Scheme Management - PMAY-U Credit Linked Subsidy Scheme (CLSS) Guidelines

		Scheme Management - PMAY-U In-Situ Slum Redevelopment (ISSR) Guidelines Scheme Management - PMAY-U Mission Coordination Financial Management - Direct Benefit Transfer (DBT) Procedures Financial Management - Processing and Reconciliation of Subsidy Claims Financial Management - Processing Central Assistance for ISSR Data Management - PMAY-U MIS for Beneficiary Tracking Data Management - Tracking ISSR Project Progress Data Management - Consolidated Mission Reporting Technology Application - Geo-tagging and Construction Monitoring Data Management - CLSS Awas Portal (CLAP) operations Grievance Redressal - Handling Beneficiary-level Queries Grievance Redressal - Handling CLSS-related beneficiary complaints Financial Rules - General Financial Rules (GFR) 2017 Housing Finance - Home Loan Process and Interest Subsidy Calculation Housing Policy - Affordable Rental Housing Complexes (ARHC) Guidelines Coordination - Liaison with Banks and Housing Finance Companies (PLIs) Urban Development - Slum Rehabilitation Policies Project Appraisal - Public-Private Partnership (PPP) in Housing Land Management - Using Land as a Resource for Development Capacity Building - Coordination of Training and IEC Activities Technology in Housing - Global Housing Technology Challenge (GHTC-India) Parliamentary Procedures - Consolidation of Parliamentary Replies 32 total

Recommended Courses:

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 98%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 90%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Section Officer

HRIDAY Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the closure activities of the National Heritage City Development and Augmentation Yojana (HRIDAY).
- Overseeing the final settlement of accounts, release of final payments, and obtaining of utilization certificates.
- Managing the compilation of final project completion reports and impact assessment studies.
- Coordinating with cities and states for the formal handover and maintenance of assets created under HRIDAY.
- Ensuring all audit, parliamentary, and legal matters related to the scheme are properly addressed and closed.

Activities

- Reviewing and approving the processing of final payments and account settlements.
- Supervising the collection and verification of project completion reports and UCs from all HRIDAY cities.
- Overseeing the preparation of the final evaluation report for the HRIDAY scheme.
- Coordinating with the legal and audit wings to resolve any outstanding issues.
- Managing the archival of all scheme-related documents and records.

- Ensuring all parliamentary assurances related to HRIDAY are fulfilled.

- Handling final queries from stakeholders regarding the scheme's implementation and outcomes.

Behavioral

- Outcome Orientation - Accountability
- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization
- Team Leadership - Mentoring

4 total

Functional

- Project Management - Project Evaluation & Monitoring
- Financial Management - Expenditure Management
- Office Management - Office Procedures
- Office Management - Technical Proposal / Report writing

4 total

Domain

- Scheme Management - Scheme Closure and Final Reporting
- Financial Closure - Finalization of Accounts and Audit Compliance
- Project Management - Asset Handover and Sustainability Planning
- Monitoring & Evaluation - Conducting Final Impact Assessment
- Record Management - Systematic Archival of Government Records
- Legal Compliance - Closure of Legal and Contractual Obligations
- Administrative Procedures - Supervision of Sectional Closure Activities
- Parliamentary Affairs - Fulfillment of Final Parliamentary Assurances

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Audit Follow Up and Parliamentary Oversight

Domain Competencies

Finance and Economy - Expenditure

Relevancy - 92%

Course — AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 97%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 96%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 90%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 88%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 86%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 84%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Assistant Section Officer

HRIDAY Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files related to the residual matters of the National Heritage City Development and Augmentation Yojana (HRIDAY).
- Drafting notes and communications for the closure of HRIDAY scheme projects.
- Maintaining records of completed projects, fund utilization, and final reports.
- Assisting in the compilation of information for audit, parliamentary matters, and final evaluation of the scheme.
- Handling correspondence with cities and states regarding the completion and handover of HRIDAY assets.

Activities

- Processing files for the final settlement of accounts and release of final installments.
- Drafting notes for obtaining project completion certificates from cities.
- Maintaining a consolidated record of all HRIDAY projects and their outcomes.
- Assisting in the preparation of responses to audit queries on HRIDAY expenditure.
- Handling routine file work and record-keeping for the residual matters of the scheme.
- Compiling data for the final impact assessment report of the HRIDAY scheme.
- Processing RTI applications related to the HRIDAY scheme.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Self-Awareness - Self-Learning
- Outcome Orientation - Accountability

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Financial Management - Expenditure Management
- Data Analytics - Data Management

4 total

Domain

- Scheme Management - HRIDAY Scheme Closure Procedures
- Project Management - Project Completion and Handover Protocols
- Financial Management - Settlement of Accounts and Utilization Certificates
- Record Management - Archiving of Scheme Documents and Reports
- Audit Compliance - Responding to Audit Queries on Closed Schemes
- Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
- Digital Governance - e-Office Operations
- Heritage Conservation - Understanding of HRIDAY Project Components

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 92%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 88%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 83%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 89%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 87%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 86%

Section Officer

Housing Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising all policy matters related to the housing sector, including RERA and the Model Tenancy Act.
- Overseeing the monitoring of the implementation of housing policies and acts by states/UTs.
- Managing the examination of legislative proposals and amendments concerning the housing sector.
- Coordinating with other ministries, state governments, and regulatory bodies on housing-related issues.
- Guiding the section on complex legal and policy questions related to housing.

Activities

- Reviewing and finalizing notes on policy issues for the approval of senior officers.

- Supervising the collection and analysis of data on the implementation of RERA across states.
- Overseeing the process of stakeholder consultations for new housing policies or amendments.
- Managing the division's response to parliamentary matters, court cases, and VIP references.
- Coordinating with the Ministry of Finance and RBI on matters of housing finance.
- Preparing briefs and presentations on the status of the housing sector in India.
- Ensuring the proper maintenance of records and databases for the housing division.

Behavioral

- Outcome Orientation - Accountability
- Solution Orientation - Systems Thinking
- Team Leadership - Mentoring
- Decision Making - Sound Judgement

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Litigation Management - Court case management
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Housing Policy - Formulation and Analysis of National Housing Policies
- Regulatory Management - Oversight of RERA Implementation
- Legislative Process - Management of Amendments to Housing Acts
- Rental Market - Policy on Model Tenancy Act
- Inter-Governmental Relations - Coordination with State Housing Departments
- Legal Acumen - Interpretation of Housing and Property Laws
- Economic Analysis - Understanding Housing Market Dynamics
- Administrative Procedures - Supervision and Workflow Management

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Refresher on Legislative Drafting

Domain Competencies

Governance - Legislative Department

Relevancy - 98%

Course — AI Recommended - iGOT

रेरा अधिनियम का परिचय

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course — AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course — AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 94%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Foundations of Public Policy and Policy Analysis

Functional Competencies

- Policy Architecture - Policy design/ amendment

Relevancy - 93%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 92%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 91%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy monitoring & impact assessment
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy and the VUCA World

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Evidence-based Policy Making

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Data Analytics - Data led Decision making
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 88%

Course

AI Recommended - iGOT

Generative AI in Public Policy and Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Policy Architecture - Policy design/ amendment
- Change Management - Change Readiness

Relevancy - 87%

Course

AI Recommended - iGOT

Data Analytics for Public Policymakers and Administrators

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Use and Governance
- Policy Architecture - Policy monitoring & impact assessment

Relevancy - 87%

Course

AI Recommended - iGOT

Evidence in Public Policy

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 85%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 82%

Course

AI Recommended - iGOT

Public Policy Basics for Administrators

Functional Competencies

- Policy Architecture - Policy design/ amendment

Relevancy - 80%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Applying Corporate Strategy in Government Systems

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 84%

Course

AI Recommended - iGOT

Strategic Leadership: The Indic Way

Behavioral Competencies

- Strategic Leadership - Forward Thinking
- Strategic Leadership - Executive Presence
- Strategic Leadership - Sustainable mindset

Relevancy - 82%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 81%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 80%

Assistant Section Officer

Housing Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files related to housing policy, including the Real Estate (Regulation and Development) Act (RERA) and the Model Tenancy Act.
- Drafting notes and communications on matters concerning housing finance, land policy, and emerging housing technologies.
- Maintaining records of state-level implementation of RERA and other housing policies.
- Assisting in the examination of proposals and references related to the housing sector.
- Supporting the section in handling RTI, grievances, and parliamentary matters related to housing.

Activities

- Drafting notes on proposals for amendments to housing-related acts and policies.
- Processing correspondence with State RERA authorities and Appellate Tribunals.
- Maintaining a database of state-level tenancy laws and their alignment with the Model Tenancy Act.
- Assisting in the preparation of briefs on housing sector trends for senior officers.
- Handling routine file work and record-keeping for the housing division.
- Compiling information for responses to Parliament Questions on RERA and rental housing.
- Processing references related to housing finance companies and national housing policy.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Self-Awareness - Self-Learning
- Communication - Reading & Comprehension

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Policy Architecture - Research & Need Analysis
- Office Management - Office Procedures

Domain

- Housing Policy - National Housing Policy
- Regulatory Framework - Real Estate (Regulation and Development) Act, 2016 (RERA)
- Rental Housing - Model Tenancy Act
- Housing Finance - Policies related to Housing Finance Companies (HFCs)

4 total

Land Policy - Urban Land Ceiling and Regulation Act

Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)

Digital Governance - e-Office Operations

Coordination - Correspondence with State Governments on Housing Policy

8 total

Recommended Courses:

Course — AI Recommended - iGOT

रेरा अधिनियम का परिचय

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course — AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course — AI Recommended - iGOT

Refresher on Legislative Drafting

Domain Competencies

Governance - Legislative Department

Relevancy - 83%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 82%

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 99%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 93%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 90%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

Reading Deeply

Behavioral Competencies

- Communication - Reading & Comprehension
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Learning

Relevancy - 92%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 89%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 83%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 80%

Roles & Responsibilities

- Supervising the financial scrutiny of proposals and schemes within the Integrated Finance Division (IFD).

- Overseeing the process of budget formulation, monitoring, and expenditure control for the ministry.

- Managing the section's role in providing financial advice to administrative divisions.

- Ensuring compliance with General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), and other financial regulations.

- Coordinating the response to audit observations and matters related to the Public Accounts Committee (PAC).

Activities

- Reviewing and providing financial concurrence on proposals from various divisions.

- Supervising the preparation of the ministry's budget estimates and outcome budget.

- Monitoring expenditure against budget allocations and reporting variances.

- Overseeing the processing of sanctions and payments through PFMS.

- Guiding the section on the interpretation of complex financial rules and regulations.

- Managing the compilation of replies to audit paras and PAC questionnaires.

- Coordinating with the Ministry of Finance and the C&AG office on financial and audit matters.

Behavioral

- Outcome Orientation - Accountability
- Solution Orientation - Attention to Detail
- Team Leadership - Mentoring
- Decision Making - Sound Judgement

4 total

Functional

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management
- Financial Management - PFMS Portal Management
- Office Management - Office Procedures

4 total

Domain

- Financial Management - Financial Advice and Concurrence
- Financial Rules - Expertise in GFR 2017 and DFPR
- Budgeting - Outcome Budgeting and Performance Monitoring
- Audit Management - Management of C&AG Audit and PAC Matters
- Public Finance - Appraisal of Schemes and Projects
- Financial Systems - Oversight of PFMS and Treasury Functions
- Administrative Procedures - Supervision and Workflow Management
- Coordination - Liaison with Ministry of Finance

8 total

Recommended Courses:

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 96%

Course

AI Recommended - iGOT

Standard Operating Procedures for Resolving Outstanding Internal Audit

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Government accounts
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures

Relevancy - 92%

Course

AI Recommended - iGOT

Matters handled by Finance Division

Functional Competencies

- Financial Management - Financial Management
- Financial Management - Expenditure Management

Relevancy - 88%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 88%

Course

AI Recommended - iGOT

बजट एवं बजटीय प्रक्रियाओं का व्यापक परिचय

Functional Competencies

- Financial Management - Budget Formulation & Implementation
- Financial Management - Expenditure Management

Relevancy - 87%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

आहरण एवं संवितरण अधिकारी के कार्य एवं उत्तरदायित्व

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Budget Formulation & Implementation
- Financial Management - Government accounts
- Office Management - Office Procedures

Relevancy - 86%

Course

AI Recommended - iGOT

Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management

Relevancy - 84%

Course

AI Recommended - iGOT

Receipt and Payment Rules

Functional Competencies

- Financial Management - Government accounts
- Financial Management - Expenditure Management

Relevancy - 83%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 81%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 80%

Assistant Section Officer

Integrated Finance Division (IFD)

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing financial proposals and expenditure sanctions in the Integrated Finance Division (IFD).
- Drafting notes and communications related to budget, accounts, and financial concurrence.
- Maintaining records of expenditure, budget allocation, and financial sanctions.
- Assisting in the examination of proposals for financial viability and compliance with GFR.
- Supporting the section in handling audit paras and parliamentary matters related to finance.

Activities

- Drafting notes for seeking financial concurrence on scheme proposals and other expenditures.
- Processing files for the sanction and release of funds under various budget heads.
- Maintaining expenditure control registers and monitoring budget utilization.
- Assisting in the preparation of budget estimates (BE) and revised estimates (RE).
- Handling routine correspondence with Pay and Accounts Office (PAO).
- Compiling financial data for responses to audit queries and parliamentary committees.
- Processing bills and claims for payment through the PFMS portal.

Behavioral	Functional	Domain
Solution Orientation - Attention to Detail	Financial Management - Budget Formulation & Implementation	Financial Rules - General Financial Rules (GFR) 2017
Outcome Orientation - Accountability	Financial Management - Expenditure Management	Budgeting - Preparation of Budget and Revised Estimates
Self-Awareness - Self-Learning	Financial Management - PFMS	Expenditure Control - Processing of

Outcome Orientation - Initiative and Drive

4 total

Portal Management

Office Management - Noting & Drafting of official Communications

4 total

Sanctions and Bills

Financial Systems - Public Financial Management System (PFMS)

Accounting - Government Accounting Rules

Audit - Handling of Audit Paras

Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)

Digital Governance - e-Office Operations

8 total

Recommended Courses:

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 96%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 91%

Course

AI Recommended - iGOT

Matters handled by Finance Division

Functional Competencies

- Financial Management - Financial Management
- Financial Management - Expenditure Management

Relevancy - 89%

Course

AI Recommended - iGOT

आहरण एवं संवितरण अधिकारी के कार्य एवं उत्तरदायित्व

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Budget Formulation & Implementation
- Financial Management - Government accounts
- Office Management - Office Procedures

Relevancy - 86%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 90%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 89%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Section Officer

LSG Division

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Supervising the processing of files and proposals related to Local Self Government (LSG), the 74th Constitutional Amendment Act, and Model Municipal Laws.
- Ensuring timely and accurate examination of legislative and policy matters concerning Urban Local Bodies (ULBs) and their governance.
- Guiding and mentoring Assistant Section Officers (ASOs) in the section on procedural and substantive aspects of their work.
- Overseeing coordination with the National Institute of Urban Affairs (NIUA) and other relevant institutions.
- Managing the section's workflow, including the handling of RTI applications, Parliament Questions, and public grievances.
- Ensuring proper record management and adherence to the Central Secretariat Manual of Office Procedures (CSMOP).

Activities

- Reviewing and approving notes and drafts prepared by ASOs on matters related to municipal legislation.
- Monitoring the status of parliamentary assurances and VIP references for timely compliance.
- Drafting complex replies to Parliament Questions and RTI applications concerning LSG policies.
- Coordinating with State Governments to gather information on the implementation of the 74th Amendment Act.
- Supervising the maintenance of files, registers, and other records within the section.
- Conducting periodic reviews of pending cases to ensure their prompt disposal.

Behavioral

- Team Leadership - Mentoring
- Outcome Orientation - Accountability
- Solution Orientation - Attention to Detail

Functional

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Policy Architecture - Policy design/ amendment

Domain

- Urban Governance - Constitution (74th Amendment) Act, 1992
- Urban Governance - Model Municipal Law
- Policy & Legislation - State Municipal Acts Analysis

Operational Excellence - Planning & Prioritization

4 total

Handling Parliamentary Matters - Submission of briefs, supply of information

Vigilance Administration - Conduct Rules

5 total

Institutional Management - Coordination with National Institute of Urban Affairs (NIUA)

Administrative Law - General Financial Rules (GFR) 2017

Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)

Information Law - Right to Information (RTI) Act, 2005

Parliamentary Procedures - Handling Parliament Questions and Assurances

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 91%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

GST for Urban Local Bodies

Domain Competencies

Finance and Economy - Revenue

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 99%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 88%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 88%

Course

AI Recommended - iGOT

PREVENTIVE VIGILANCE

Functional Competencies

- Vigilance Administration - Preventive Vigilance
- Vigilance Administration - Conduct Rules

Relevancy - 86%

Course

AI Recommended - iGOT

Vigilance Clearance

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Provisions on Suspension
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Handling prosecution cases

Relevancy - 80%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 89%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 84%

Assistant Section Officer

LSG Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files related to legislative and policy matters of Urban Local Bodies (ULBs).
- Drafting notes and communications concerning the 74th Constitutional Amendment Act.
- Maintaining records of state municipal laws and policies on urban governance.
- Assisting in the examination of proposals for municipal reforms and capacity building of ULBs.
- Supporting the section in handling matters related to the National Institute of Urban Affairs (NIUA).

Activities

- Drafting notes on the examination of State Municipal Acts in the context of the 74th CAA.
- Processing files related to the empowerment and devolution of functions to ULBs.
- Maintaining a database of municipal reforms implemented by various states.
- Assisting in the preparation of briefs on urban governance issues.
- Handling correspondence with state governments and NIUA.
- Compiling information for responses to Parliament Questions on local self-government.
- Providing administrative support for meetings and workshops on urban governance.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Self-Awareness - Self-Learning
- Communication - Reading & Comprehension

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Policy Architecture - Research & Need Analysis
- Office Management - Office Procedures

4 total

Domain

- Constitutional Law - Constitution (74th Amendment) Act, 1992
- Urban Governance - Municipal Laws and Administration
- Policy Analysis - Examination of State Municipal Reforms
- Institutional Management - Matters related to National Institute of Urban Affairs (NIUA)
- Decentralization - Devolution of Powers to ULBs
- Administrative Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
- Digital Governance - e-Office Operations
- Coordination - Correspondence with State Urban Development Departments

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

- Finance and Economy - Revenue

Relevancy - 90%

Course

AI Recommended - iGOT

GST for Urban Local Bodies

Domain Competencies

- Finance and Economy - Revenue

Relevancy - 88%

Course

AI Recommended - iGOT

Refresher on Legislative Drafting

Domain Competencies

- Governance - Legislative Department

Relevancy - 80%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Reading Deeply

Behavioral Competencies

- Communication - Reading & Comprehension
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Learning

Relevancy - 90%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 80%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Section Officer

Mission Coordination Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the coordination of activities across various missions of the Ministry (SBM, AMRUT, SCM, PMAY, etc.).
- Ensuring timely compilation and submission of consolidated reports for high-level monitoring portals like Pragati and e-Samiksha.
- Overseeing the management of parliamentary matters, RTI applications, and VIP references pertaining to inter-mission coordination.
- Guiding ASOs in preparing briefs, notes, and reports for review meetings chaired by senior officers.
- Facilitating communication and information flow between different mission directorates to ensure synergy.
- Managing the administrative functions of the Mission Coordination Division.

Activities

- Reviewing and finalizing consolidated progress reports of flagship schemes.
- Monitoring the disposal of RTI applications and Parliament Questions related to mission coordination.
- Drafting agenda and minutes for inter-mission review meetings.
- Coordinating with various mission directorates to resolve cross-cutting issues.
- Ensuring the accuracy and timeliness of data uploaded to monitoring dashboards.
- Supervising the maintenance of critical records and correspondence for the division.

Behavioral	Functional	Domain
Solution Orientation - Systems Thinking	Project Management - Project Evaluation & Monitoring	Program Management - Oversight of MoHUA Flagship Missions
Outcome Orientation - Accountability	Office Management - Office Procedures	Monitoring & Evaluation - Management of e-Samiksha and Pragati portal reporting
Operational Excellence - Planning &	Handling Parliamentary Matters - Submission of briefs, supply of	

Prioritization

Team Leadership - Mentoring

4 total

information

Data Analytics - Data Analysis & Visualization

4 total

Stakeholder Coordination - Inter-Mission and Inter-Departmental Coordination

Data Management - Data validation and report finalization

Parliamentary Procedures - Handling of complex Parliament Questions

Information Law - Supervision of RTI responses

Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)

Administrative Law - General Financial Rules (GFR) 2017

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 93%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 94%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Assistant Section Officer

Mission Coordination Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting in the coordination of activities across various missions of the Ministry (SBM, AMRUT, SCM, PMAY, etc.).
- Processing files and preparing notes for inter-mission meetings and reviews.
- Handling correspondence related to mission coordination, including communications with states and other ministries.
- Assisting in the compilation of progress reports and data for high-level monitoring portals like Pragati and e-Samiksha.
- Managing RTI applications and Parliament Questions pertaining to the Mission Coordination Division.
- Maintaining records, files, and databases for the division.

Activities

- Drafting notes and summaries on proposals requiring inter-mission inputs.
- Processing requests for information from various missions for consolidated reporting.
- Preparing draft replies for RTI queries and Parliament Questions on mission convergence.
- Collating data from different mission directorates for periodic progress reports.
- Maintaining a repository of minutes of meetings and action taken reports.
- Assisting in the logistical arrangements for coordination meetings.

Behavioral

- Solution Orientation - Attention to Detail
- Collaboration - Knowledge Sharing
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Initiative and Drive

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Office Management - E-Office
- Data Analytics - Data Management

4 total

Domain

- Program Management - Understanding of MoHUA Flagship Missions (SBM, AMRUT, SCM, PMAY)
- Monitoring & Evaluation - Knowledge of e-Samiksha and Pragati portals
- Data Management - Consolidation of Mission Progress Reports
- Stakeholder Coordination - Inter-Mission and Inter-Departmental Communication
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Information Law - Handling RTI Applications
- Parliamentary Procedures - Processing inputs for Parliament Questions
- Administrative Law - General Financial Rules (GFR) 2017

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course — AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 99%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 99%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 95%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 94%

Course

AI Recommended - iGOT

दस्तावेज में सचिवालय का कामकाज

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

ई-ऑफिस का परिचय

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 92%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 87%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 84%

Course

AI Recommended - iGOT

Data Science for Policy Makers Part - 1

Functional Competencies

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 80%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 93%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 91%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 90%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 88%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 86%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis | Self-Awareness - Self-Learning | Team Leadership - Sharing constructive feedback | Communication - Active Listening | Outcome Orientation - Accountability | Operational Excellence - Continuous Improvement

Relevancy - 82%

Section Officer (Level II)

NER Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervise the examination and processing of proposals, policies, and schemes related to urban development in the North-Eastern Region (NER).

- Oversee the monitoring and evaluation of ongoing MoHUA projects and missions within the NER states, ensuring adherence to timelines and guidelines.

- Ensure timely and accurate disposal of all files, including parliamentary questions, RTI applications, and public grievances pertaining to the NER division.

- Guide and mentor Assistant Section Officers (ASOs) in noting, drafting, and preparing comprehensive reports and briefs for senior management.

- Manage the administrative and financial correspondence for NER-specific schemes, including processing fund release requests and monitoring utilization.

- Coordinate with State Governments, Urban Local Bodies (ULBs), and other stakeholders in the NER to facilitate smooth implementation of MoHUA's initiatives.

- Maintain and manage the official records of the section, ensuring proper documentation and adherence to office procedures.

Activities

- Reviewing and putting up notes on files received from NER states concerning urban development projects (e.g., AMRUT, SBM, PMAY-U).

- Drafting responses to Parliamentary Questions, VIP references, and RTI applications related to the NER division.

- Supervising the preparation of agenda notes and minutes for meetings concerning NER projects and policies.

- Conducting periodic reviews of pending files and cases to ensure their timely clearance and disposal.

- Guiding ASOs in the analysis of State Annual Action Plans (SAAPs) and Detailed Project Reports (DPRs) from NER states.

- Processing financial sanctions and monitoring expenditure through the PFMS portal for schemes implemented in the NER.

- Liaising with counterparts in NER state urban development departments to gather progress reports and resolve implementation bottlenecks.

- Maintaining the section's e-Office, ensuring proper file movement, record-keeping, and compliance with the Central Secretariat Manual of Office Procedures (CSMOP).

Behavioral

- Team Leadership - Mentoring
- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Accountability

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Financial Management - Expenditure Management

4 total

Domain

- Urban Development Schemes - Knowledge of AMRUT, SBM-U, PMAY-U, and DAY-NULM Guidelines
- Regional Development (NER) - Understanding of specific developmental challenges and opportunities in North-Eastern states
- Urban Project Management - Principles of project monitoring and evaluation for urban infrastructure
- Public Finance for Urban Sector - Knowledge of fund flow mechanisms and Utilization Certificate (UC) procedures
- Digital Governance in Urban Sector - Familiarity with National Urban Digital Mission (NUDM) principles and platforms
- Inter-Governmental Coordination - Protocols for coordinating with State Governments and Urban Local Bodies (ULBs)
- Constitutional and Legal Frameworks - Awareness of special provisions and acts applicable to North-Eastern states
- Urban Planning Frameworks - Basics of GIS-based Master Planning and State Annual Action Plans (SAAPs)

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Cultural Sensitization of North Eastern States

Domain Competencies

Social - Culture

Relevancy - 99%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 95%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 93%

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 96%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 90%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 87%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 86%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 84%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 96%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 92%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 89%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 83%

Assistant Section Officer (S&P)

NER Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Process files and proposals concerning urban development schemes and projects in the North-Eastern Region (NER).
- Assist in coordinating with State Governments and Urban Local Bodies (ULBs) in the NER for the implementation of MoHUA's missions.
- Draft notes, briefs, and official correspondence on matters related to urban development and digital governance initiatives in the NER.
- Handle the processing of RTI applications and assist in preparing responses for Parliament Questions related to the NER division.
- Maintain and update records of project approvals, financial releases, utilization certificates, and progress reports for NER projects.
- Ensure proper record management and file movement within the section using e-Office and other digital platforms.

Activities

- Examine proposals from NER states for compliance with scheme guidelines.
- Prepare draft notes on proposals for submission to senior officers.
- Assist in organizing review meetings and video conferences with NER state officials.
- Draft responses to RTI queries and collect information for Parliament Questions.
- Update the Management Information System (MIS) portal with data on project status and financial releases for NER states.
- Maintain registers and digital records of all incoming and outgoing correspondence for the NER section.
- Manage file movement and tracking through the e-Office system.
- Compile data and prepare briefs on the progress of digital governance initiatives in NER cities.

Behavioral

- Solution Orientation - Attention to Detail
- Communication - Reading & Comprehension

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office

Domain

- Regional Urban Development - Urban Development Policies and Challenges in NER
- Digital Governance - National Urban

Outcome Orientation - Initiative and Drive

Operational Excellence - Process Excellence

4 total

Handling RTI Matters - RTI Responsiveness

Data Analytics - Data Management

4 total

Digital Mission (NUDM) Framework

MoHUA Flagship Missions - Overview of SCM, AMRUT, SBM-U, and PMAY-U Guidelines

Public Finance in Schemes - Fund Release and Utilization Certificate (UC) Tracking

Inter-Governmental Coordination - Coordination with State Nodal Agencies and ULBs

Project Monitoring - MIS for Urban Development Projects

Regional Urban Development - Infrastructure Challenges in Hilly and Border Areas

Global Urban Development Practices - UN-Habitat's Sustainable Urban Development Goals (SDG 11)

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 93%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 97%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 94%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO (Hindi)

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Administration Matters - Handling Allowances & Reimbursement
- Information & Communication Management - Dissemination of Information

Relevancy - 90%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 90%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 80%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 86%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 81%

Course

AI Recommended - iGOT

Reading Deeply

Behavioral Competencies

- Communication - Reading & Comprehension
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Learning

Relevancy - 80%

Section Officer

NUDM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising all matters related to the National Urban Digital Mission (NUDM), including policy, implementation, and stakeholder coordination.
- Ensuring timely disposal of files, parliamentary matters, and RTI applications related to NUDM.
- Guiding ASOs in the examination of proposals and preparation of reports.
- Coordinating with technology partners, state governments, and ULBs for the adoption of NUDM platforms.
- Managing the administrative and financial aspects of the division's schemes and projects.

Activities

- Reviewing and finalizing policy notes and guidelines for NUDM implementation.
- Approving draft replies for complex Parliament Questions and RTI applications.
- Overseeing the process of fund release and utilization certificate management for the division.
- Liaising with the IT Cell and other divisions on matters of digital infrastructure and security.

Behavioral

- Outcome Orientation - Accountability
- Operational Excellence - Planning & Prioritization
- Team Leadership - Mentoring
- Communication - Verbal & Non-Verbal Fluency

4 total

Functional

- Project Management - Project Implementation
- Office Management - Office Procedures
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Digital Fluency - Digital Service Design

4 total

Domain

- Digital Governance - National Urban Digital Mission (NUDM) Policy & Strategy
- Regional Development - Project Monitoring for North-Eastern Region (NER)
- IT Management - Stakeholder Management for Digital Platforms
- Financial Management - Budgeting and Fund Management for NER projects

Policy & Legislation - Formulation of Digital Governance Guidelines

Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)

Information Law - Supervision of RTI responses

Parliamentary Procedures - Handling of complex Parliament Questions

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 94%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 97%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Digital Transformation with Agile Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Change Management - Change Implementation
- Digital Fluency - Digital Service Design

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 92%

Course

AI Recommended - iGOT

Fundamentals of the Digital Public Infrastructure Approach

Functional Competencies

- Digital Fluency - Digital Service Design
- Policy Architecture - Policy implementation
- Project Management - Project Planning
- Data Analytics - Data Use and Governance

Relevancy - 96%

Course

AI Recommended - iGOT

Service System Design in Government Process Reengineering

Functional Competencies

- Citizen Centricity - Design Thinking
- Digital Fluency - Digital Service Design
- Change Management - Change Implementation
- Project Management - Project Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 83%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 91%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 84%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Prompt Engineering For Public Servants

Functional Competencies

Digital Fluency - AI/ML tools

Relevancy - 85%

Course

AI Recommended - iGOT

The Future of Digital Governance: New Innovations and Emerging Trends

Domain Competencies

Technology - Electronics and Information Technology

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Contract Management

Functional Competencies

Public Procurement (GFR) - Contract Management

Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Meghalaya Administrative Training Institute

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Management Ahmedabad

Leadership Skills for Public Sector Professionals

Behavioral Competencies

Self-Awareness - Self-Analysis

Personal Effectiveness - Resilience

Team Leadership - Inspiring others

Team Leadership - Mentoring

Collaborative Leadership - Influencing and Negotiation

Collaborative Leadership - Conflict Management

Decision Making - Sound Judgement

Communication - Active Listening

Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National Academy of Defence Production (NADP) Nagpur

PROACTIVE DISCLOSURES UNDER RTI ACT 2005

Functional Competencies

Handling RTI Matters - RTI Responsiveness

Information & Communication Management - Dissemination of Information

Information & Communication Management - Management of information on official websites

Vigilance Administration - Preventive Vigilance

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Institute of Public Administration

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Assistant Section Officer

NUDM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files and proposals related to the National Urban Digital Mission (NUDM).
- Assisting in the coordination of urban development initiatives in the North-Eastern Region (NER).
- Handling correspondence with states, ULBs, and technology partners regarding NUDM implementation.
- Preparing notes and briefs on matters related to digital governance and NER projects.
- Managing RTI applications and Parliament Questions pertaining to the NUDM and NER division.
- Maintaining records of projects, financial releases, and progress reports for the division.

Activities

- Drafting notes on proposals for digital infrastructure projects under NUDM.
- Processing documents for fund releases to NER states for urban development projects.
- Preparing draft replies for RTI queries and Parliament Questions on NUDM and NER.
- Assisting in the organization of workshops and meetings related to digital transformation in cities.
- Maintaining a database of NUDM platform adoption and NER project status.
- Handling routine administrative tasks for the section.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Collaboration - Knowledge Sharing

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

4 total

Domain

- Digital Governance - National Urban Digital Mission (NUDM) Guidelines
- Regional Development - Urban Development in North-Eastern Region (NER)
- IT Management - Urban Digital Infrastructure
- Financial Management - Processing of Fund Releases
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Information Law - Handling RTI Applications
- Parliamentary Procedures - Processing inputs for Parliament Questions
- Administrative Law - General Financial Rules (GFR) 2017

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Relevancy - 98%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 87%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 91%

Course

AI Recommended - iGOT

AI Applications in Governance

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Citizen Centricity - Design Thinking

Relevancy - 96%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 90%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

ChatGPT and Generative AI Tools for Government Officials

Functional Competencies

- Digital Fluency - AI/ML tools
- Information & Communication Management - Dissemination of Information

Relevancy - 86%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Provider - Indian Railway Institute Of Transport Management (IRITM)

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - XLRI- Xavier School of Management

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - National Informatics Centre (NIC)

Gov.in Secure Intranet

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - E-Office

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Bharat Sanchar Nigam Limited(BSNL)

Key Components of E-Office

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Harappa Education

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Indian Railway Institute Of Transport Management (IRITM)

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 90%

Section Officer

NULM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the implementation and monitoring of the Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM).
- Overseeing the examination of proposals from states and ensuring compliance with mission guidelines.
- Managing all parliamentary and legal matters related to the NULM division.
- Guiding ASOs in processing files, preparing reports, and handling correspondence.
- Coordinating with State Urban Livelihoods Missions (SULMs), banks, and other stakeholders for effective program delivery.
- Ensuring the efficient financial management of the mission, including fund allocation and monitoring utilization.

Activities

- Reviewing and approving proposals for skill training, SHG bank linkage, and shelter for urban homeless.

- Monitoring the progress of NULM components through MIS data and state reports.
- Drafting and finalizing replies to Parliament Questions, RTI appeals, and VIP references.
- Organizing national and regional review meetings to assess mission performance.
- Overseeing the preparation of the mission's annual budget and expenditure plans.
- Liaising with the IFD for timely release of central assistance to states.

Behavioral

- Outcome Orientation - Accountability
- Service Orientation - Empathy
- Team Leadership - Mentoring
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Project Management - Project Evaluation & Monitoring
- Office Management - Office Procedures
- Financial Management - Expenditure Management
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Scheme Management - DAY-NULM Policy and Implementation Oversight
- Social Development - Urban Poverty Alleviation Program Management
- Financial Inclusion - Coordination for SHG Bank Linkage
- Stakeholder Coordination - Management of State Urban Livelihoods Missions (SULMs)
- Financial Management - Monitoring of Grants and Utilization Certificates
- Monitoring & Evaluation - NULM-MIS Data Analysis and Reporting
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Parliamentary Procedures - Handling of complex Parliament Questions

8 total

Recommended Courses:

Course — AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course — AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 93%

Course — AI Recommended - iGOT

स्व-सहायता समूह गठन एवं संचालन प्रक्रिया

Domain Competencies

Welfare - Women & Child Development

Relevancy - 92%

Course — AI Recommended - iGOT

आश्रय स्थल प्रबंधन

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 92%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 91%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 86%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 86%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 91%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 87%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 86%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Course

AI Recommended - iGOT

The Values, Ethos and Spirit of Public Service

Behavioral Competencies

- Service Orientation - Service Excellence (wrt citizens)
- Outcome Orientation - Accountability
- Self-Awareness - Purposefulness
- Decision Making - Sound Judgement

Relevancy - 80%

Assistant Section Officer

NULM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files and proposals related to the Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM).

- Assisting in the monitoring of various NULM components like Social Mobilisation & Institution Development (SM&ID), Self-Employment Programme (SEP), and Shelter for Urban Homeless (SUH).

- Handling correspondence with State Urban Livelihoods Missions (SULMs) and other stakeholders.

- Preparing notes, briefs, and data for review meetings and reports.

- Managing RTI applications and Parliament Questions related to the NULM division.

- Maintaining records of fund releases, utilization, and physical progress of the mission.

Activities

- Drafting notes on proposals for skill training programs and SHG formation.

- Processing documents for the release of central assistance to states for NULM.

- Preparing draft replies for RTI queries and Parliament Questions on urban poverty alleviation.

- Collating data from states on the progress of NULM components.

- Assisting in the logistical arrangements for NULM workshops and review meetings.

- Maintaining the filing system and databases for the section.

Behavioral

- Solution Orientation - Attention to Detail
- Service Orientation - Empathy
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Initiative and Drive

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Office Management - E-Office
- Financial Management - PFMS Portal Management

4 total

Domain

- Scheme Management - DAY-NULM Guidelines
- Social Development - Urban Poverty Alleviation Strategies
- Community Mobilization - Self-Help Group (SHG) Formation and Support
- Livelihood Support - Skill Development and Employment Programs
- Financial Management - Processing of Fund Releases to States
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Information Law - Handling RTI Applications
- Parliamentary Procedures - Processing inputs for Parliament Questions

8 total

Recommended Courses:

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

स्व-सहायता समूह गठन एवं संचालन प्रक्रिया

Domain Competencies

Welfare - Women & Child Development

Relevancy - 95%

Course

AI Recommended - iGOT

आश्रय स्थल प्रबंधन

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 90%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Relevancy - 96%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 94%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 91%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 80%

Section Officer

Official Language Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the implementation of the Official Language Policy across the Ministry and its attached/subordinate offices.

- Overseeing the work of Translation Officers and other staff in the division.

- Ensuring timely and accurate translation of all statutory and official documents.

- Managing the organization of Hindi workshops, seminars, and promotional events.

- Coordinating inspections by the Committee of Parliament on Official Language and ensuring compliance with their recommendations.

- Handling all administrative, financial, and parliamentary matters of the Official Language Division.

Activities

- Reviewing and finalizing translated versions of critical documents like Annual Reports and Cabinet Notes.

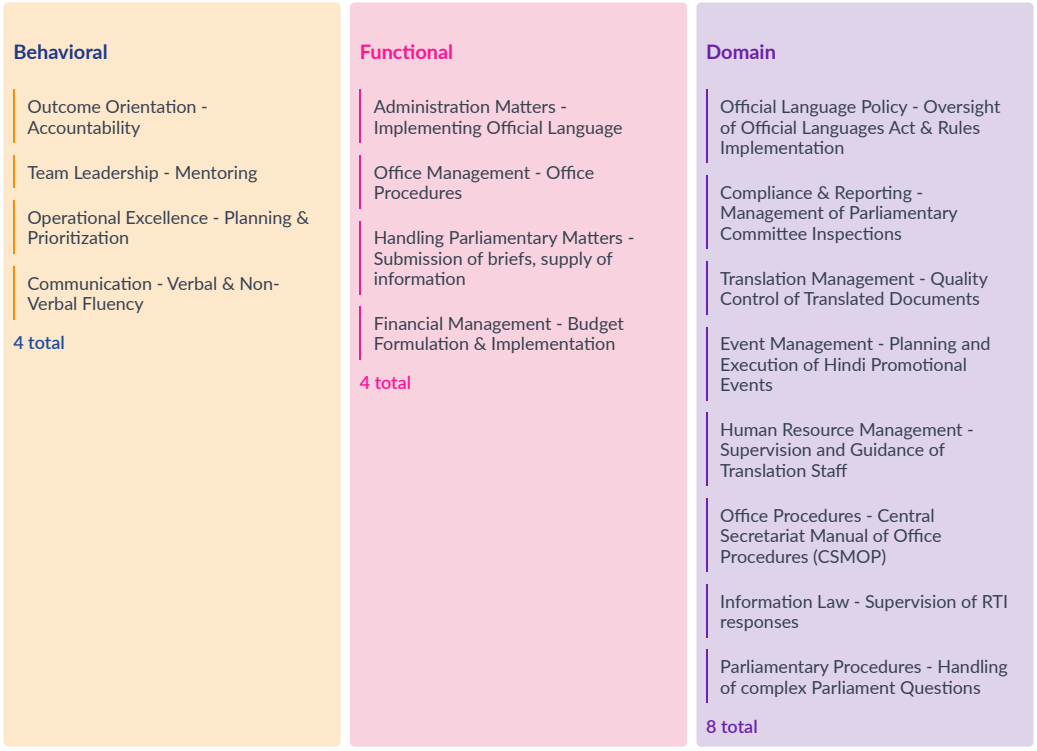
- Monitoring the progressive use of Hindi in all sections of the Ministry.

- Preparing action taken reports on the recommendations of the Parliamentary Committee.

- Drafting and finalizing replies to complex Parliament Questions and RTI applications on Official Language implementation.

- Supervising the budget preparation and expenditure for the division.

- Guiding and mentoring translation officers on complex terminologies and translation challenges.



Recommended Courses:

Course

AI Recommended - iGOT

Role of Official Languages Wing in Legislative Drafting

Domain Competencies

Governance - Legislative Department

Relevancy - 98%

Course

AI Recommended - iGOT

अनुवाद: सिद्धांत और प्रक्रिया एवं व्यवहार

Functional Competencies

Administration Matters - Implementing Official Language

Relevancy - 96%

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

- Administration Matters - Implementing Official Language
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

राजभाषा हिंदी

Functional Competencies

- Administration Matters - Implementing Official Language
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 93%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 89%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 81%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Assistant Section Officer

Official Language Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting in the implementation of the Official Language Policy of the Government of India within the Ministry.
- Processing files related to the promotion of Hindi in official work.
- Handling correspondence regarding Hindi workshops, training, and competitions.
- Assisting in the preparation of reports for the Committee of Parliament on Official Language.
- Managing routine administrative tasks of the Official Language Division.
- Maintaining records related to the progressive use of Hindi.

Activities

- Drafting circulars and orders related to the Official Language policy.
- Processing requests for Hindi books, magazines, and other materials for the library.
- Assisting in organizing Hindi Pakhwada, Hindi Diwas, and other promotional events.

- Preparing draft replies for RTI queries and Parliament Questions concerning the use of Hindi.

- Maintaining registers and files as per office procedure.

- Collating data from various divisions for quarterly and annual progress reports on Hindi implementation.

Behavioral

- Solution Orientation - Attention to Detail
- Communication - Reading & Comprehension
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Administration Matters - Implementing Official Language
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Office Management - Office Procedures

4 total

Domain

- Official Language Policy - Official Languages Act, 1963 and Rules
- Cultural Promotion - Organization of Hindi Workshops and Events
- Compliance & Reporting - Preparation of reports for Parliamentary Committee on Official Language
- Administrative Procedures - Processing of official correspondence in Hindi
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Data Management - Maintenance of records on progressive use of Hindi
- Information Law - Handling RTI Applications
- Parliamentary Procedures - Processing inputs for Parliament Questions

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

- Administration Matters - Implementing Official Language
- Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO (Hindi)

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Administration Matters - Handling Allowances & Reimbursement
- Information & Communication Management - Dissemination of Information

Relevancy - 99%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 98%

Course

AI Recommended - iGOT

अनुवाद: सिद्धांत और प्रक्रिया एवं व्यवहार

Functional Competencies

- Administration Matters - Implementing Official Language

Relevancy - 95%

Course

AI Recommended - iGOT

राजभाषा हिंदी

Functional Competencies

- Administration Matters - Implementing Official Language
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 91%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Senior Translation Officer

Official Language Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

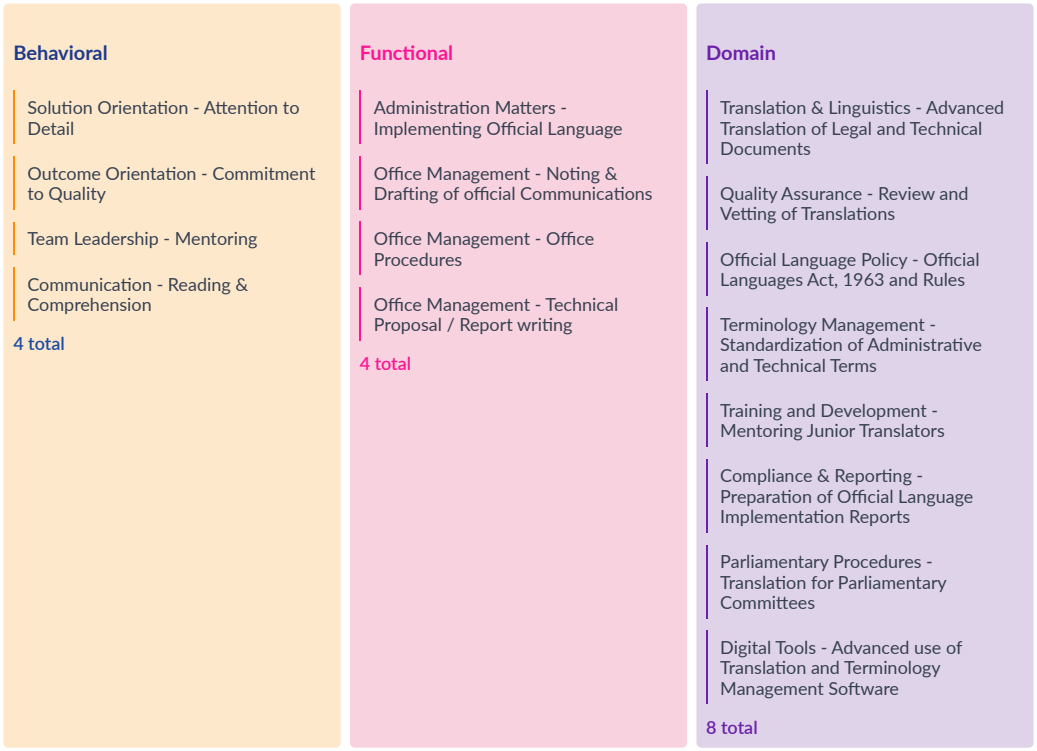
Roles & Responsibilities

- Undertaking translation of high-priority and complex official documents, including legal and technical papers, from English to Hindi and vice-versa.

- Reviewing and vetting translations done by Junior Translation Officers to ensure high standards of quality and accuracy.
- Providing guidance and mentorship to junior staff on translation techniques and official terminology.
- Assisting the Section Officer in implementing the Official Language policy and preparing reports.
- Playing a key role in the development and standardization of Hindi terminology for use within the Ministry.
- Coordinating translation work for parliamentary committees and other high-level meetings.

Activities

- Translating sensitive documents such as Cabinet Notes, legal affidavits, and international agreements.
- Reviewing and editing the Ministry's Annual Report and other key publications in Hindi.
- Conducting training sessions for ministry staff on the use of Hindi in official work.
- Preparing comprehensive reports on the status of Official Language implementation.
- Managing the workflow of translation tasks and ensuring adherence to deadlines.
- Liaising with the Commission for Scientific and Technical Terminology (CSTT) for terminological support.



Recommended Courses:

Course — AI Recommended - iGOT

Role of Official Languages Wing in Legislative Drafting

Domain Competencies

Governance - Legislative Department

Relevancy - 100%

Course — AI Recommended - iGOT

Knowledge of Standard Legal Terminology

Domain Competencies

Governance - Legislative Department

Relevancy - 92%

Course

AI Recommended - iGOT

Drafting in Plain Language

Domain Competencies

Governance - Legislative Department

Relevancy - 86%

Course

AI Recommended - iGOT

अनुवाद: सिद्धांत और प्रक्रिया एवं व्यवहार

Functional Competencies

Administration Matters - Implementing Official Language

Relevancy - 100%

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

Administration Matters - Implementing Official Language

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Proficiency in technical and scientific writing

Functional Competencies

Office Management - Technical Proposal / Report writing

Policy Architecture - Research & Need Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 90%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 83%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 89%

Course

AI Recommended - iGOT

Reading Deeply

Behavioral Competencies

- Communication - Reading & Comprehension
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Learning

Relevancy - 88%

Course

AI Recommended - iGOT

Art of Effective Writing in Geosciences

Behavioral Competencies

- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Commitment to Quality
- Solution Orientation - Attention to Detail

Relevancy - 87%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 87%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 80%

Junior Translation Officer

Official Language Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Translating official documents, reports, circulars, and parliamentary papers from English to Hindi and vice-versa.
- Ensuring accuracy, consistency, and appropriateness of terminology in all translated materials.
- Assisting in the implementation of the Official Language Act and related rules.
- Proofreading and vetting translated content for grammatical and syntactical correctness.
- Assisting in the organization of Hindi workshops, seminars, and training programs.
- Contributing to the preparation and updating of administrative and technical glossaries.

Activities

- Translating Annual Reports, Cabinet Notes, and other official documents.
- Translating responses to Parliament Questions and RTI applications.
- Proofreading Hindi versions of ministry publications and website content.
- Providing on-the-spot translation support during meetings if required.
- Assisting in the evaluation of Hindi essay and noting/drafting competitions.
- Researching and standardizing technical terms in Hindi for official use.

Behavioral

- Solution Orientation - Attention to Detail
- Communication - Reading & Comprehension
- Outcome Orientation - Commitment to Quality
- Self-Awareness - Self-Learning

4 total

Functional

- Administration Matters - Implementing Official Language
- Office Management - Noting & Drafting of official Communications
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms
- Office Management - Office Procedures

Domain

- Translation & Linguistics - English to Hindi Translation
- Translation & Linguistics - Hindi to English Translation
- Official Language Policy - Official Languages Act, 1963
- Government Terminology - Administrative and Technical Vocabulary

4 total

Proofreading & Editing - Vetting of Translated Documents

Digital Tools - Use of Computer-Aided Translation (CAT) Tools

Compliance & Reporting - Compliance with Section 3(3) of the OL Act

Cultural Promotion - Assisting in Hindi Pakhwada/Workshops

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Role of Official Languages Wing in Legislative Drafting

Domain Competencies

Governance - Legislative Department

Relevancy - 95%

Course

AI Recommended - iGOT

अनुवाद: सिद्धांत और प्रक्रिया एवं व्यवहार

Functional Competencies

Administration Matters - Implementing Official Language

Relevancy - 100%

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

Administration Matters - Implementing Official Language

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

माइक्रोसॉफ्ट ऑफिस 365 में आर्टिफ़िशियल इंटेलिजेंस का एकीकरण

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 92%

Course

AI Recommended - iGOT

ChatGPT and Generative AI Tools for Government Officials

Functional Competencies

Digital Fluency - AI/ML tools

Information & Communication Management - Dissemination of Information

Relevancy - 90%

Course

AI Recommended - iGOT

हिंदी टाइपिंग का परिचय

Functional Competencies

Office Management - Office Procedures

Office Management - Technical Proposal / Report writing

Relevancy - 90%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO (Hindi)

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Administration Matters - Handling Allowances & Reimbursement
- Information & Communication Management - Dissemination of Information

Relevancy - 85%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 82%

Course

AI Recommended - iGOT

Microsoft Word Advanced

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Reading Deeply

Behavioral Competencies

- Communication - Reading & Comprehension
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Learning

Relevancy - 88%

Section Officer

PM SVANidhi Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the overall implementation and monitoring of the PM SVANidhi scheme.
- Overseeing the financial management of the scheme, including budget allocation, fund release, and subsidy disbursement.
- Managing coordination with key stakeholders like SIDBI, lending institutions, State Governments, and ULBs.
- Ensuring timely and effective disposal of all parliamentary matters, RTI applications, and public grievances related to the scheme.
- Guiding ASOs and other staff in the division on policy interpretation and procedural matters.
- Leading the analysis of scheme performance and preparation of reports for senior management.

Activities

- Reviewing and approving proposals for fund releases for interest subsidy and credit guarantee.
- Monitoring scheme progress through the PM SVANidhi dashboard and regular reports.
- Drafting and finalizing policy clarifications and operational guidelines for the scheme.
- Conducting review meetings with banks and states to address implementation challenges.
- Finalizing replies to Parliament Questions and RTI appeals.
- Supervising the 'SVANidhi se Samriddhi' component and its convergence with other welfare schemes.

Behavioral

- Outcome Orientation - Accountability
- Service Orientation - Empathy
- Team Leadership - Mentoring
- Collaboration - Relationship Management

4 total

Functional

- Project Management - Project Evaluation & Monitoring
- Financial Management - Expenditure Management
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Grievance Redressal - Public Grievance Handling

4 total

Domain

- Scheme Management - PM SVANidhi Policy and Strategic Oversight
- Financial Inclusion - Management of Micro-credit Programs
- Stakeholder Coordination - Coordination with SIDBI and Lending Institutions
- Monitoring & Evaluation - Performance Analysis using Scheme Dashboard
- Financial Management - Oversight of Subsidy and Credit Guarantee Funds
- Social Security - Management of Scheme Convergence (SVANidhi se Samriddhi)
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Parliamentary Procedures - Handling of complex Parliament Questions

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 100%

Course — AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course — AI Recommended - iGOT

Digital Transformation: Pradhan Mantri Jan-Dhan Yojana

Domain Competencies

Finance and Economy - Financial Services

Relevancy - 90%

Course — AI Recommended - iGOT

स्व-सहायता समूह गठन एवं संचालन प्रक्रिया

Domain Competencies

Welfare - Women & Child Development

Relevancy - 88%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 95%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 94%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 93%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 88%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 86%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 95%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 91%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Developing a Customer-Centric Culture in the Department of Posts

Behavioral Competencies

- Service Orientation - Empathy
- Service Orientation - Responsiveness
- Service Orientation - Service Excellence (wrt citizens)
- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Continuous Improvement
- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Enabling Social Change

Behavioral Competencies

- Self-Awareness - Purposefulness
- Service Orientation - Empathy
- Collaboration - Diversity & Inclusion
- Decision Making - Sound Judgement
- Strategic Leadership - Sustainable mindset

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Assistant Section Officer

PM SVANidhi Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files, applications, and proposals related to the PM Street Vendor's AtmaNirbhar Nidhi (PM SVANidhi) scheme.
- Assisting in monitoring the disbursement of loans and other benefits to street vendors.
- Handling correspondence with lending institutions (Banks, NBFCs, MFIs), states, and ULBs.
- Preparing notes and compiling data for scheme review meetings and progress reports.
- Managing RTI applications and Parliament Questions pertaining to the PM SVANidhi scheme.
- Maintaining records related to beneficiary data, fund transfers, and digital transaction incentives.

Activities

- Drafting notes on proposals for scheme modifications or clarifications.
- Processing documents for the release of interest subsidy and credit guarantee funds.
- Preparing draft replies for RTI queries and Parliament Questions on loan disbursement and beneficiary coverage.
- Collating data from the PM SVANidhi portal for analysis and reporting.
- Assisting in the 'SVANidhi se Samriddhi' component for socio-economic profiling.
- Maintaining the filing system and databases for the section.

Behavioral

- Solution Orientation - Attention to Detail
- Service Orientation - Empathy
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Financial Management - PFMS Portal Management
- Data Analytics - Data Management

Domain

- Scheme Management - PM SVANidhi Scheme Guidelines
- Financial Inclusion - Micro-credit and Lending to Informal Sector
- Digital Payments - Promotion of UPI and Digital Transactions
- Data Management - Handling of PM SVANidhi Portal and MIS

4 total

4 total

Stakeholder Coordination - Correspondence with Banks, ULBs, and States

Social Security - SVANidhi se Samriddhi Scheme Component

Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)

Information Law - Handling RTI Applications

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Induction Course PM SVANidhi

Domain Competencies

Commerce and Industry - Micro, Small and Medium Enterprises

Relevancy - 100%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 84%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 97%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 92%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 87%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 85%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Developing a Customer-Centric Culture in the Department of Posts

Behavioral Competencies

- Service Orientation - Empathy
- Service Orientation - Responsiveness
- Service Orientation - Service Excellence (wrt citizens)
- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Continuous Improvement
- Collaboration - Relationship Management

Relevancy - 82%

Section Officer

Public Grievance Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the functioning of the Public Grievance (PG) Cell and managing the overall grievance redressal mechanism of the Ministry.

- Overseeing the operation of the CPGRAMS portal for the Ministry, ensuring grievances are forwarded and resolved within stipulated timelines.

- Monitoring the performance of nodal grievance officers in various divisions and attached offices.

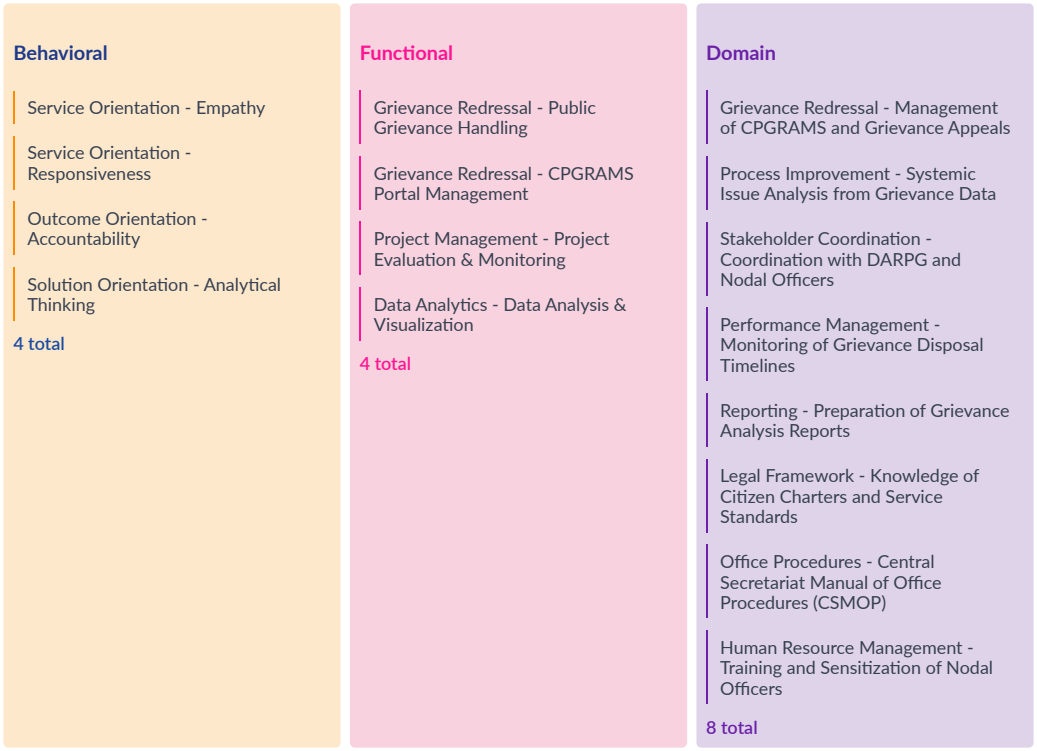
- Handling appeals and escalated grievance cases.

- Analyzing grievance data to identify systemic issues and providing feedback to concerned divisions for process improvement.

- Preparing consolidated reports on grievance redressal performance for senior management and DARPG.

Activities

- Conducting weekly/monthly reviews of pending grievances with nodal officers.
- Drafting and finalizing responses to appeals and high-priority grievances.
- Generating and analyzing reports from the CPGRAMS dashboard to track performance.
- Liaising with the Department of Administrative Reforms and Public Grievances (DARPG) on policy matters.
- Supervising the work of ASOs in the PG Cell and providing guidance.
- Organizing training and sensitization workshops for nodal grievance officers.



Recommended Courses:

Course
AI Recommended - iGOT
Sevottam for Grievance Redressal Officers
Domain Competencies
Governance - Administrative Reforms & PG
Relevancy - 96%

Course
AI Recommended - iGOT
Office Procedure and Dak Managements
Domain Competencies
Governance - Posts
Relevancy - 85%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Service Delivery Management

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Change Management - Change Implementation
- Citizen Centricity - Design Thinking
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 90%

Course

AI Recommended - iGOT

Citizen Centric Services Marketing in Government

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 88%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 87%

Course

AI Recommended - iGOT

Appeal Revision and Review

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How
- Establishment & HR - Handling Establishment Matters

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 93%

Course

AI Recommended - iGOT

Empathy in Policing: A Victim-Centered Approach

Behavioral Competencies

- Service Orientation - Empathy
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 86%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 83%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 82%

Assistant Section Officer

Public Grievance Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing public grievances received through the Centralized Public Grievance Redress and Monitoring System (CPGRAMS) and other channels.
- Forwarding grievances to the concerned divisions, attached/subordinate offices, and PSUs for necessary action.
- Assisting in monitoring the timely and quality disposal of grievances.
- Handling correspondence related to grievance redressal with complainants and various offices.
- Preparing notes and compiling data for periodic reports on grievance status.
- Maintaining records and files of the Public Grievance Cell.

Activities

- Registering and categorizing grievances received in the PG Cell.
- Drafting letters and reminders to nodal grievance officers of various divisions.

- Preparing draft replies and status updates for complainants.
- Collating data on grievance receipt, disposal, and pendency for weekly/monthly reports.
- Assisting in the analysis of grievance trends to identify systemic issues.
- Maintaining the filing system for grievance cases and related correspondence.

Behavioral

- Service Orientation - Empathy
- Service Orientation - Responsiveness
- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Grievance Redressal - Public Grievance Handling
- Grievance Redressal - CPGRAMS Portal Management
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management

4 total

Domain

- Grievance Redressal - CPGRAMS Operational Procedures
- Citizen Centricity - Principles of Public Service Delivery
- Stakeholder Coordination - Communication with Nodal Grievance Officers
- Data Management - Reporting on Grievance Statistics
- Office Procedures - Record Keeping for Grievance Cases
- Legal Framework - Understanding of Citizen Charters
- Administrative Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Information Law - Handling RTI Applications related to Grievances

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Sevottam for Grievance Redressal Officers

Domain Competencies

Governance - Administrative Reforms & PG

Relevancy - 95%

Course — AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 94%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

दस्तावेज में सचिवालय का कामकाज

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

Citizen Centric Services Marketing in Government

Functional Competencies

- Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 85%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO (Hindi)

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Administration Matters - Handling Allowances & Reimbursement
- Information & Communication Management - Dissemination of Information

Relevancy - 85%

Course

AI Recommended - iGOT

Service Delivery Management

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Change Management - Change Implementation
- Citizen Centricity - Design Thinking
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 84%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 83%

Course

AI Recommended - iGOT

Key Components of E-Office

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

Empathy in Policing: A Victim-Centered Approach

Behavioral Competencies

- Service Orientation - Empathy
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Developing a Customer-Centric Culture in the Department of Posts

Behavioral Competencies

Service Orientation - Empathy | Service Orientation - Responsiveness | Service Orientation - Service Excellence (wrt citizens) | Communication - Active Listening | Communication - Verbal & Non-Verbal Fluency | Operational Excellence - Continuous Improvement | Collaboration - Relationship Management

Relevancy - 84%

Course

AI Recommended - iGOT

Basic information of Citizens' Charter

Behavioral Competencies

Service Orientation - Service Excellence (wrt citizens) | Outcome Orientation - Accountability | Outcome Orientation - Commitment to Quality

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement | Solution Orientation - Systems Thinking

Relevancy - 80%

Section Officer

Parliamentary Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising and managing all parliamentary work of the Ministry.
- Ensuring the timely and accurate submission of replies to all Parliament Questions.
- Overseeing the coordination with all divisions for collecting information and vetting draft replies.
- Managing matters related to Parliamentary Standing Committees, including preparation of reports and action taken notes.
- Monitoring the status and fulfillment of all Parliamentary Assurances given by the Minister.
- Guiding the ASOs and other staff in the Parliament Cell and ensuring smooth functioning during Parliament sessions.

Activities

- Reviewing and finalizing draft replies to Parliament Questions before submission to senior officers.
- Liaising with the Ministry of Parliamentary Affairs and Lok Sabha/Rajya Sabha Secretariats.
- Conducting daily review meetings during Parliament sessions to track pending questions.
- Supervising the preparation of comprehensive briefs and background notes for the Minister.
- Ensuring all reports and documents are laid on the Table of both Houses as per schedule.

- Drafting responses to matters raised under Rule 377, Special Mentions, and other notices.

Behavioral

- Outcome Orientation - Accountability
- Personal Effectiveness - Stress Management
- Operational Excellence - Planning & Prioritization
- Communication - Verbal & Non-Verbal Fluency

4 total

Functional

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Office Procedures
- Litigation Management - Court case management

4 total

Domain

- Parliamentary Procedures - Overall Management of Parliamentary Business
- Parliamentary Procedures - Vetting and Finalization of Question Replies
- Stakeholder Coordination - Liaison with Parliament Secretariats and Ministry of Parliamentary Affairs
- Compliance Management - Monitoring and Fulfillment of Parliamentary Assurances
- Committee Management - Handling of Parliamentary Standing Committee Matters
- Legislative Process - Management of Legislative Business and Bills
- Human Resource Management - Supervision of Parliament Cell Staff
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course — AI Recommended - iGOT

संसदीय प्रश्नों से परिचय

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 92%

Course

AI Recommended - iGOT

Level-II CSSS Course to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Administration Matters - Handling Leave and Travel
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Material Management (GFR) - Maintenance and Disposal of materials

Relevancy - 88%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

STRESS MANAGEMENT

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Personal Effectiveness - Resilience
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 93%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 89%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 88%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 82%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 80%

Assistant Section Officer

Parliamentary Cell

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing and managing all parliamentary matters for the Ministry, including Parliament Questions (Starred, Unstarred, Short Notice).

- Assisting in the coordination and collection of information from various divisions to prepare replies to Parliament Questions.

- Handling correspondence related to Parliamentary Standing Committees, assurances, and special mentions.

- Preparing briefs and pads for the Minister for use during parliamentary sessions.

- Maintaining a comprehensive record of all parliamentary business concerning the Ministry.

- Assisting in the management of legislative business, including the introduction and passage of Bills.

Activities

- Receiving, diarizing, and distributing Parliament Questions to relevant divisions.

- Drafting interim replies and reminders to divisions for timely submission of information.

- Collating and compiling inputs received from various divisions into a consolidated draft reply.

- Preparing briefs on important issues and anticipated supplementary questions.

- Maintaining registers and databases for tracking Parliament Questions and Assurances.

- Assisting in the preparation of documents for laying on the Table of the House.

Behavioral

- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Outcome Orientation - Initiative and Drive

4 total

Functional

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management

4 total

Domain

- Parliamentary Procedures - Rules of Procedure and Conduct of Business in Lok Sabha/Rajya Sabha
- Parliamentary Procedures - Handling of Parliament Questions
- Parliamentary Procedures - Management of Parliamentary Assurances
- Stakeholder Coordination - Coordination with Ministry Divisions for Information
- Documentation - Preparation of Briefs and Pads for Minister
- Legislative Process - Understanding of Bills, Acts, and Ordinances
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Data Management - Maintenance of Parliamentary Records

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 100%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 100%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

संसदीय प्रश्नों से परिचय

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 88%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

STRESS MANAGEMENT

Behavioral Competencies

Personal Effectiveness - Stress Management

Personal Effectiveness - Resilience

Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Meditation for Stress Management and Boosting Productivity

Behavioral Competencies

Personal Effectiveness - Stress Management

Self-Awareness - Self-Analysis

Personal Effectiveness - Resilience

Outcome Orientation - Initiative and Drive

Relevancy - 88%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

Outcome Orientation - Commitment to Quality

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

Outcome Orientation - Initiative and Drive

Operational Excellence - Planning & Prioritization

Solution Orientation - Analytical Thinking

Creativity & Innovation - Lateral Thinking

Self-Awareness - Self-Learning

Communication - Verbal & Non-Verbal Fluency

Collaboration - Relationship Management

Relevancy - 80%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self Confidence

Self-Awareness - Purposefulness

Outcome Orientation - Accountability

Outcome Orientation - Initiative and Drive

Operational Excellence - Planning & Prioritization

Operational Excellence - Continuous Improvement

Personal Effectiveness - Resilience

Relevancy - 80%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

Outcome Orientation - Goal Setting

Operational Excellence - Planning & Prioritization

Personal Effectiveness - Stress Management

Operational Excellence - Continuous Improvement

Relevancy - 80%

Section Officer

SBM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the implementation and monitoring of the Swachh Bharat Mission-Urban (SBM-U).

- Overseeing the examination of proposals from states for various SBM components like SWM projects, legacy dumpsite remediation, and used water management.

- Managing all parliamentary, legal, and financial matters related to the SBM division.

- Guiding ASOs in processing files, preparing reports, and handling complex correspondence.

- Coordinating with states, ULBs, private sector partners, and knowledge partners for effective mission delivery.

- Ensuring the efficient financial management of the mission, including fund allocation and monitoring utilization.

Activities

- Reviewing and approving proposals for central assistance under SBM-U.

- Monitoring the progress of mission components through MIS dashboards and state reports.

- Drafting and finalizing replies to Parliament Questions, RTI appeals, and VIP references on sanitation and waste management.

- Organizing national-level reviews, workshops, and capacity-building events like Swachh Survekshan.

- Overseeing the preparation of the mission's budget and expenditure plans.

- Liaising with CPHEEO and other technical bodies for expert guidance.

Behavioral

- Outcome Orientation - Accountability
- Team Leadership - Mentoring
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management

4 total

Functional

- Project Management - Project Evaluation & Monitoring
- Office Management - Office Procedures
- Financial Management - Expenditure Management
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Scheme Management - SBM-U Policy and Strategic Oversight
- Waste Management - Solid Waste Management and Legacy Dumpsite Remediation
- Sanitation - Sustainable Sanitation and Used Water Management
- Monitoring & Evaluation - Management of Swachh Survekshan and City Rankings
- Financial Management - Budgeting and Grant Management for SBM-U
- Circular Economy - Promotion of Waste-to-Wealth Initiatives
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Parliamentary Procedures - Handling of complex Parliament Questions

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course

AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to Circular Economy

Domain Competencies

Resources - Environment, Forest and Climate Change

Relevancy - 90%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 93%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 90%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 84%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 82%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 80%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 91%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 89%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 86%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Leading Others

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaborative Leadership - Conflict Management
- Collaborative Leadership - Influencing and Negotiation
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 80%

Assistant Section Officer

SBM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files and proposals related to the Swachh Bharat Mission-Urban (SBM-U).
- Assisting in monitoring various SBM-U components like Solid Waste Management (SWM), ODF status, and IEC activities.
- Handling correspondence with states, ULBs, and other stakeholders regarding SBM-U implementation.
- Preparing notes, briefs, and data for review meetings and progress reports.
- Managing RTI applications and Parliament Questions related to the SBM division.
- Maintaining records of fund releases, utilization, and physical progress of the mission.

Activities

- Drafting notes on proposals for waste processing plants and legacy dumpsite remediation.
- Processing documents for the release of central assistance to states for SBM-U.
- Preparing draft replies for RTI queries and Parliament Questions on sanitation and waste management.
- Collating data from the Swachhatam portal on city performance and rankings.
- Assisting in the organization of workshops and events like Swachh Survekshan.
- Maintaining the filing system and databases for the section.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Collaboration - Knowledge Sharing

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Office Management - E-Office
- Financial Management - PFMS Portal Management

4 total

Domain

- Scheme Management - Swachh Bharat Mission-Urban (SBM-U) Guidelines
- Waste Management - Solid Waste Management Rules, 2026
- Sanitation - ODF, ODF+, and Water+ Protocols
- Financial Management - Processing of Fund Releases for SBM-U

Data Management - Handling of SBM-U MIS and Swachhatam Portal

Monitoring & Evaluation - Understanding of Swachh Survekshan Framework

Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)

Information Law - Handling RTI Applications

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course — AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 93%

Course — AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 91%

Course — AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 99%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 93%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 92%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 86%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 85%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 84%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Mentoring

Team Leadership - Sharing constructive feedback

Service Orientation - Empathy

Self-Awareness - Self-Analysis

Relevancy - 80%

Section Officer

SCM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the implementation and monitoring of the Smart Cities Mission (SCM).
- Overseeing the appraisal of Smart City Proposals and individual project DPRs.
- Managing all parliamentary, financial, and administrative matters of the SCM division.
- Guiding ASOs in processing files, analyzing data, and preparing reports.
- Coordinating with Smart City SPVs, states, knowledge partners, and international agencies (e.g., for CITIIS program).
- Leading the monitoring of mission progress through the SCM portal and other digital tools.

Activities

- Reviewing and finalizing recommendations on project proposals for approval.
- Monitoring the operationalization and functioning of Integrated Command and Control Centres (ICCCs).
- Drafting and finalizing replies to Parliament Questions and RTI appeals concerning the mission.
- Organizing Apex Committee meetings, national workshops, and innovation challenges.
- Overseeing the management of grants, loans (e.g., from multilateral banks), and their utilization.
- Analyzing city performance data to identify best practices and areas for improvement.

Behavioral	Functional	Domain
Outcome Orientation - Accountability	Project Management - Project Evaluation & Monitoring	Scheme Management - Smart Cities Mission Policy and Strategy
Team Leadership - Mentoring	Office Management - Office Procedures	Urban Technology - Management of ICCCs and Smart Solutions
Creativity & Innovation - Transformation Orientation	Financial Management - Expenditure Management	Project Management - Appraisal of Urban Infrastructure Projects
Collaboration - Relationship Management	Data Analytics - Data led Decision making	Financial Management - Oversight of PPP and Multilateral Funding

4 total

4 total

Innovation Management - Oversight of CITIIS and other challenge programs

Performance Management - Analysis of City Performance Rankings

Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)

Parliamentary Procedures - Handling of complex Parliament Questions

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 99%

Course

AI Recommended - iGOT

Smart Cities: Urban Digital Twin Applications

Domain Competencies

Technology - Science & Technology

Relevancy - 96%

Course

AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Amrit Bharat Station Scheme

Domain Competencies

Infrastructure - Railways

Relevancy - 80%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Public Procurement (GFR) - Procurement of Services / Goods / Works

Public Procurement (GFR) - Contract Management

Public Procurement (GFR) - Vendor / Consultant Management

Change Management - Change Implementation

Relevancy - 98%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

Project Management - Project Planning

Project Management - Project Implementation

Project Management - Project Evaluation & Monitoring

Government Program Formulation - Feasibility & Risk Assessment

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 96%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 95%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 94%

Course

AI Recommended - iGOT

Understanding of Public-Private Partnership

Functional Competencies

Citizen Centricity - Citizen Partnering & Collaboration

Relevancy - 90%

Course

AI Recommended - iGOT

Project Appraisal and Financial Evaluation Techniques

Functional Competencies

- Project Management - Project Evaluation & Monitoring
- Financial Management - Financial Management
- Government Program Formulation - Feasibility & Risk Assessment

Relevancy - 90%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 89%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 88%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 94%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Transformational Leadership

Behavioral Competencies

- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Creativity & Innovation - Transformation Orientation
- Strategic Leadership - Forward Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Purpose-Driven Leadership

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Collaboration - Relationship Management
- Team Leadership - Inspiring others
- Strategic Leadership - Forward Thinking
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Navigating Ambiguity

Relevancy - 87%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 84%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation

Relevancy - 82%

Assistant Section Officer

SCM Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files and proposals related to the Smart Cities Mission (SCM).
- Assisting in monitoring the progress of projects being implemented by the 100 Smart Cities.
- Handling correspondence with Smart City SPVs, states, and technology partners.
- Preparing notes, briefs, and data for review meetings and mission reports.
- Managing RTI applications and Parliament Questions related to the SCM division.
- Maintaining records of project approvals, fund releases, and physical/financial progress.

Activities

- Drafting notes on project proposals submitted by Smart Cities.
- Processing documents for the release of central grants to Smart City SPVs.
- Preparing draft replies for RTI queries and Parliament Questions on SCM projects and ICCCs.
- Collating data from the SCM portal and city dashboards for progress analysis.
- Assisting in the organization of workshops, challenges (e.g., CITIIS), and peer-learning events.
- Maintaining the filing system and databases for the section.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Creativity & Innovation - Lateral Thinking

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms
- Financial Management - PFMS Portal Management

4 total

Domain

- Scheme Management - Smart Cities Mission Guidelines
- Urban Technology - Integrated Command and Control Centres (ICCCs)
- Project Management - Processing of Smart City Project Proposals
- Financial Management - Processing of Fund Releases to SPVs
- Data Management - Handling of SCM MIS and Dashboards
- Urban Planning - Area-Based Development and Pan-City Solutions
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Information Law - Handling RTI Applications

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

Leveraging Parallel Intelligence for Smart Governance

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Data Analytics - Data led Decision making

Digital Fluency - AI/ML tools

Data Analytics - Data Use and Governance

Relevancy - 96%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 94%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 92%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 90%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 88%

Course

AI Recommended - iGOT

Microsoft Teams

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - E-Office
- Information & Communication Management - Dissemination of Information

Relevancy - 85%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 82%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 84%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Creativity and Innovation

Behavioral Competencies

- Creativity & Innovation - Lateral Thinking
- Creativity & Innovation - Transformation Orientation

Relevancy - 83%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 83%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 80%

Section Officer

Statistics Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the collection, compilation, analysis, and dissemination of urban statistics.
- Overseeing the functioning of the National Buildings Organisation (NBO) and the Data Strategy Unit (DSU).
- Managing the development and maintenance of urban indices and performance frameworks (e.g., Ease of Living Index).
- Ensuring timely and accurate responses to all parliamentary and RTI matters related to urban data.
- Coordinating with state governments, NSSO, and other agencies for data sharing and validation.
- Guiding the divisional staff in statistical analysis, report writing, and data management.

Activities

- Reviewing and finalizing statistical publications and reports of the Ministry.
- Monitoring the progress of various urban surveys and data collection initiatives.

- Drafting and finalizing replies to Parliament Questions on urban statistics and rankings.

- Organizing meetings of technical advisory committees on statistics.

- Overseeing the management of the Ministry's data portals and dashboards.

- Analyzing statistical data to provide inputs for policy formulation and evaluation.

Behavioral

- Solution Orientation - Analytical Thinking
- Outcome Orientation - Accountability
- Team Leadership - Mentoring
- Solution Orientation - Attention to Detail

4 total

Functional

- Data Analytics - Data led Decision making
- Data Analytics - Data Analysis & Visualization
- Office Management - Technical Proposal / Report writing
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Statistics - Management of Urban Statistical Systems
- Data Strategy - Oversight of Data Strategy Unit (DSU)
- Performance Measurement - Development of Urban Indices (Ease of Living, MPI)
- Institutional Management - Oversight of National Buildings Organisation (NBO)
- Stakeholder Coordination - Liaison with State Statistical Bodies and NSSO
- Data Governance - Ensuring Data Quality and Validation
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Parliamentary Procedures - Handling of complex Parliament Questions

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Handling Unit Level Data of Annual Survey of Industries

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 95%

Course — AI Recommended - iGOT

Handling Unit Level Data of Household Consumption Expenditure Survey

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 94%

Course — AI Recommended - iGOT

Handling Data of Annual Survey of Unincorporated Sector Enterprises

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 93%

Course — AI Recommended - iGOT

Water Supply and Treatment Systems Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 84%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Overview of Basic Statistics

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Data Analytics - Data Management

Relevancy - 99%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 97%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 92%

Course

AI Recommended - iGOT

AI in Infrastructure and Urban Development

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 90%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance
- Data Analytics - Data led Decision making

Relevancy - 89%

Course

AI Recommended - iGOT

Insights from Data for Policy

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 87%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

Data and Social Media Analytics for Governance

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Use and Governance
- Information & Communication Management - Handling social media

Relevancy - 84%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 83%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 83%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 82%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 81%

Assistant Section Officer

Statistical Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting in the collection, compilation, and analysis of urban statistics.
- Processing files related to the National Buildings Organisation (NBO) and other statistical bodies.
- Handling correspondence with state statistical offices and other data source agencies.
- Preparing notes and assisting in the creation of statistical publications and reports.
- Managing RTI applications and Parliament Questions pertaining to the Statistical Division.
- Maintaining databases, records, and files for the division.

Activities

- Drafting notes on proposals for new surveys or data collection exercises.
- Collating and validating statistical data received from various sources.
- Preparing draft replies for RTI queries and Parliament Questions on urban data and indices.
- Assisting in the preparation of charts, graphs, and tables for reports.
- Maintaining a repository of statistical publications and survey reports.
- Handling routine administrative tasks for the section.

Behavioral

- Solution Orientation - Attention to Detail
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management

4 total

Domain

- Statistics - Urban Statistics and Housing Data
- Data Management - Data Collection and Compilation Techniques
- Institutional Management - Coordination with National Buildings Organisation (NBO)
- Data Analysis - Basic Statistical Analysis and Reporting
- Survey Methods - Understanding of National Surveys
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Information Law - Handling RTI Applications
- Parliamentary Procedures - Processing inputs for Parliament Questions

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Handling Unit Level Data of Household Consumption Expenditure Survey

Domain Competencies

Finance and Economy - Statistics and Programme Implementation

Relevancy - 94%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course — AI Recommended - iGOT

Overview of Basic Statistics

Functional Competencies

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Data Analytics - Data Management

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 93%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 91%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance
- Data Analytics - Data led Decision making

Relevancy - 87%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 85%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 83%

Course

AI Recommended - iGOT

Planning a Research Study: Data Collection Management Analysis

Functional Competencies

- Data Analytics - Data Management
- Data Analytics - Data Analysis & Visualization
- Policy Architecture - Research & Need Analysis

Relevancy - 82%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 88%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 83%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 82%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Section Officer

Urban Development Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the examination of policies, legislations, and proposals related to urban development.
- Overseeing matters related to urban planning, urban reforms, and capacity building initiatives.
- Managing all parliamentary and administrative work of the Urban Development division.
- Guiding ASOs in the analysis of UD issues and preparation of policy notes.
- Coordinating with state governments, planning bodies, and academic institutions on urban development matters.
- Ensuring timely disposal of files and compliance with procedural requirements.

Activities

- Reviewing and finalizing notes on state urban development policies and master plans.
- Monitoring the implementation of centrally sponsored urban development schemes.
- Drafting and finalizing replies to Parliament Questions and RTI appeals on UD policies.
- Organizing expert committee meetings and stakeholder consultations on urban planning issues.
- Supervising the preparation of briefs and reports for national and international forums.
- Analyzing and providing comments on draft legislations related to urban development.

Behavioral

- Outcome Orientation - Accountability
- Team Leadership - Mentoring
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

4 total

Functional

- Policy Architecture - Policy design/ amendment
- Office Management - Office Procedures
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Policy Architecture - Research & Need Analysis

4 total

Domain

- Urban Development - Urban Development Policy Formulation and Analysis
- Urban Planning - Oversight of Master Plans and Land Use Policies
- Urban Reforms - Management of Municipal and Governance Reforms
- Policy & Legislation - Analysis of State-level UD Acts and Rules
- Capacity Building - Oversight of Urban Capacity Building Programs
- Stakeholder Coordination - Liaison with State Town Planning Departments
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Parliamentary Procedures - Handling of complex Parliament Questions

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Integrated Approaches to Peri-Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

Policy Architecture - Policy design/ amendment

Policy Architecture - Policy implementation

Policy Architecture - Research & Need Analysis

Cabinet note preparation - Cabinet note writing

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

Policy Architecture - Research & Need Analysis

Policy Architecture - Policy monitoring & impact assessment

Office Management - Technical Proposal / Report writing

Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Introduction to Public Consultations

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Citizen Centricity - Citizen Partnering & Collaboration
- Government Program Formulation - Research & Need Analysis

Relevancy - 91%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 88%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 85%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 93%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Leadership Skills for Public Sector Professionals

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Resilience
- Team Leadership - Inspiring others
- Team Leadership - Mentoring
- Collaborative Leadership - Influencing and Negotiation
- Collaborative Leadership - Conflict Management
- Decision Making - Sound Judgement
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 84%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 82%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

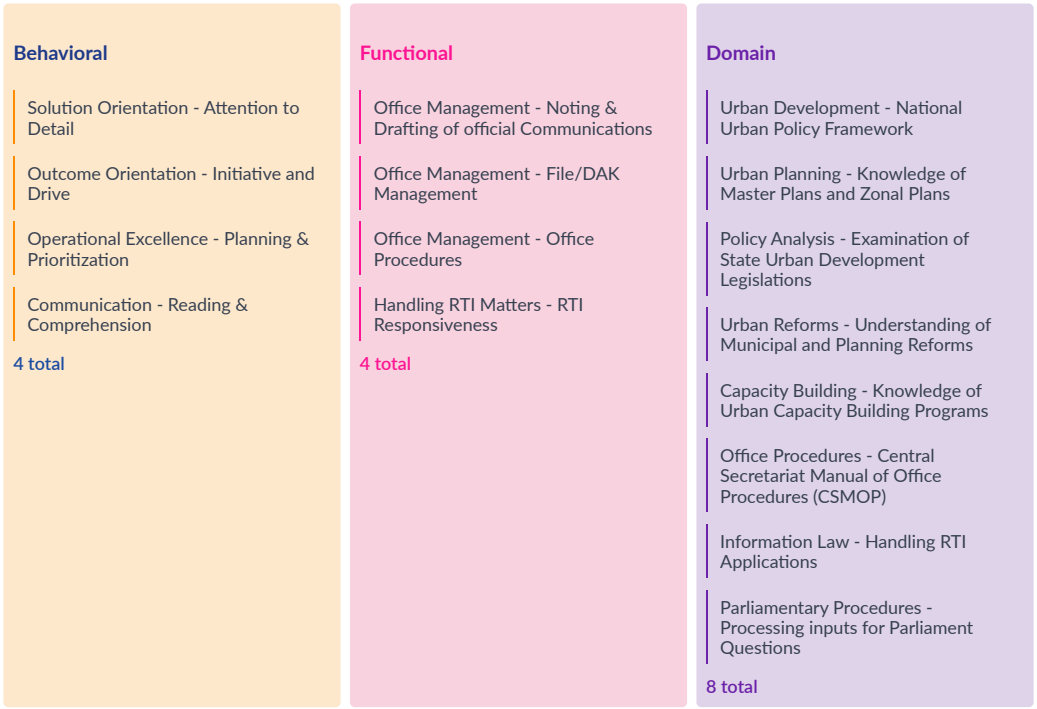
Relevancy - 81%

Roles & Responsibilities

- Processing files and proposals related to general Urban Development (UD) policies and matters.
- Assisting in the examination of state-level urban development plans and legislations.
- Handling correspondence with states and ULBs on various UD issues.
- Preparing notes and briefs for meetings on urban planning, reforms, and capacity building.
- Managing RTI applications and Parliament Questions pertaining to the UD division.
- Maintaining records of policies, guidelines, and reports related to urban development.

Activities

- Drafting notes on proposals related to urban planning reforms.
- Processing requests for central assistance under smaller UD schemes or components.
- Preparing draft replies for RTI queries and Parliament Questions on urban development policies.
- Collating information from states on the implementation of urban reforms.
- Assisting in the organization of workshops and seminars on urban development topics.
- Maintaining the filing system and databases for the section.



Recommended Courses:

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 93%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 91%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Refresher on Legislative Drafting

Domain Competencies

Governance - Legislative Department

Relevancy - 82%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 100%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO (Hindi)

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Administration Matters - Handling Allowances & Reimbursement
- Information & Communication Management - Dissemination of Information

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 96%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 93%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Public Policy Writing

Functional Competencies

- Policy Architecture - Policy design/ amendment
- Policy Architecture - Policy implementation
- Policy Architecture - Research & Need Analysis
- Cabinet note preparation - Cabinet note writing
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Reading Deeply

Behavioral Competencies

- Communication - Reading & Comprehension
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Learning

Relevancy - 88%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 85%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 83%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Section Officer

Urban Events & Knowledge Networks Division

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Supervising the work of the section, including monitoring of public grievances, RTI matters, and parliamentary references.
- Ensuring timely and qualitative disposal of cases and maintaining records of the section.
- Overseeing the coordination and organization of urban events, workshops, and seminars.
- Managing the creation, curation, and dissemination of knowledge products related to urban development.
- Facilitating partnerships with knowledge institutions like NIUA, research bodies, and international agencies.
- Providing guidance and training to Assistant Section Officers and other staff in the section.

Activities

- Supervise the drafting of concept notes and agendas for urban events and conferences.
- Review and approve draft replies to RTI applications and parliamentary questions.
- Monitor the development of knowledge products, case studies, and best practice compendiums.
- Manage the section's workflow in the e-Office system to ensure timely file movement.
- Coordinate with various divisions and external partners for event logistics and content.
- Examine and approve notes and drafts prepared by Assistant Section Officers.
- Ensure proper record management and periodic weeding of files as per procedure.

Behavioral

- Team Leadership - Mentoring
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Accountability
- Solution Orientation - Attention to Detail

4 total

Functional

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Handling RTI Matters - RTI Responsiveness
- Grievance Redressal - Public Grievance Handling
- Project Management - Project Planning

5 total

Domain

- Event Management - Coordination of National and International Urban Events
- Knowledge Management - Curation and Dissemination of Urban Best Practices
- Administrative Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Parliamentary Procedures - Handling of Parliamentary Questions and Assurances
- Information Management - Right to Information (RTI) Act and Rules
- Digital Governance - e-Office and Knowledge Management Portals
- Stakeholder Coordination - Liaison with NIUA, RCUES, and other Knowledge Partners
- Financial Management - General Financial Rules (GFR) for Event Budgeting

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 89%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 88%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 83%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 82%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 93%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 80%

Assistant Section Officer

Urban Events & Knowledge Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting in the organization and coordination of national and international urban events, conferences, and workshops.
- Processing files related to event management, including vendor selection, logistics, and budgeting.
- Handling correspondence with speakers, delegates, partner organizations, and knowledge networks.
- Assisting in the documentation and dissemination of knowledge products from events.
- Managing RTI applications and Parliament Questions related to the division's activities.
- Maintaining records of events, participants, and outcomes.

Activities

- Drafting notes on proposals for organizing urban sector events.
- Processing procurement requests for event management services on GeM.
- Preparing draft replies for RTI queries and Parliament Questions on event expenditures and objectives.

- Assisting in the preparation of event brochures, agendas, and background materials.

- Coordinating logistical arrangements like venue booking, travel, and accommodation for delegates.

- Maintaining a database of urban experts, speakers, and knowledge partners.

Behavioral

- Operational Excellence - Planning & Prioritization
- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Collaboration - Relationship Management

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Financial Management - Budget Formulation & Implementation

4 total

Domain

- Event Management - Coordination of Conferences and Workshops
- Knowledge Management - Documentation and Dissemination of Event Outcomes
- Procurement - Procurement of Event Management Services via GeM
- Stakeholder Coordination - Communication with Speakers, Delegates, and Partners
- Logistics Management - Handling Venue, Travel, and Accommodation
- Office Procedures - Central Secretariat Manual of Office Procedures (CSMOP)
- Information Law - Handling RTI Applications
- Parliamentary Procedures - Processing inputs for Parliament Questions

8 total

Recommended Courses:

Course — AI Recommended - iGOT

MICE Industry: Powering Global Business and Networking

Domain Competencies

Commerce and Industry - Department for Promotion of Industry and Internal Trade

Relevancy - 98%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

- Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 99%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 90%

Course

AI Recommended - iGOT

Beginner Course for GeM Buyer

Functional Competencies

- Public Procurement (GFR) - Procurement Mgmt. through GeM
- Public Procurement (GFR) - Procurement of Services / Goods / Works

Relevancy - 88%

Course

AI Recommended - iGOT

Intermediate Level 2 Course for Buyers

Functional Competencies

- Public Procurement (GFR) - Procurement Mgmt. through GeM
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Financial Management - Expenditure Management

Relevancy - 85%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 85%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 84%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 94%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 89%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 88%

Course

AI Recommended - iGOT

Business Process Management

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality
- Service Orientation - Service Excellence (wrt citizens)

Relevancy - 88%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 87%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 81%

Section Officer (General)

General Administration

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervise the section's file management, ensuring adherence to e-Office protocols and timely processing of cases.

- Coordinate with other Ministries, such as MoHFW and WCD, to ensure convergence of urban health programmes and related initiatives.

- Facilitate the implementation of the National Urban Health Mission (NUHM) by managing communications and coordinating file work.

- Support the Director by drafting notes, proposals, and briefs for research, capacity-building initiatives, and high-level meetings.

- Ensure procedural compliance across the section, including the timely submission of reports, returns, and responses to parliamentary matters.

- Monitor and manage the disposal of public grievances, RTI applications, and other statutory communications within the section.

- Oversee the maintenance of sectional records, registers, and databases to ensure data accuracy and accessibility for reporting.

- Assist in the preparation and review of policy documents and guidelines related to urban development and health convergence.

Activities

- Drafting official communications including Office Memorandums (OMs), letters, and notes on files.

- Processing and examining proposals related to urban health and other assigned subjects as per the Central Secretariat Manual of Office Procedure (CSMOP).

- Liaising with counterparts in MoHFW and WCD to schedule meetings, share information, and prepare joint action reports.

- Preparing concise summaries and background notes for the Director on complex policy matters and mission progress.

- Tracking the status of RTI applications and Parliament Questions on the relevant portals and preparing draft replies.

- Compiling data from various sources to generate monthly, quarterly, and annual progress reports for the division.

- Assisting in organizing workshops and training sessions by handling logistical coordination and preparing concept notes.

- Maintaining a digital and physical record of all important files, circulars, and policy decisions for ready reference.

Behavioral | Functional | Domain

Outcome Orientation - Accountability	Office Management - Noting & Drafting of official Communications	Urban Health Governance - National Urban Health Mission (NUHM) Guidelines
Solution Orientation - Attention to Detail	Office Management - Office Procedures	Inter-Ministerial Convergence - Coordination with MoHFW & WCD Programmes
Collaboration - Relationship Management	Handling RTI Matters - RTI Responsiveness	Administrative Law & Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
Operational Excellence - Planning & Prioritization	Grievance Redressal - Public Grievance Handling	Capacity Building Frameworks - Mission Karmayogi Principles & ACBP Formulation
		Urban Development Schemes - Overview of MoHUA Flagship Missions (SBM-U, AMRUT, PMAY-U)
		Public Health Infrastructure - Integration of Health Facilities in Urban Planning
		International Urban Health Practices - WHO Framework for Healthy Cities
		Social Development in Urban Areas - Schemes for Vulnerable Populations (Children, Women, Elderly)
4 total	4 total	8 total

Recommended Courses:

Course — AI Recommended - iGOT

National Health Mission

Domain Competencies

Social - Health and Family Welfare

Relevancy - 96%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 93%

Course — AI Recommended - iGOT

Urban Water Body Rejuvenation for Water Security under AMRUT 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course — AI Recommended - iGOT

Understanding and Application of Urban Planning

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course — AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Building Climate Resilient Healthcare Systems

Domain Competencies

Social - Health and Family Welfare

Relevancy - 88%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Understanding Urban Transport Planning and Capacity Building

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Urban Solid Waste Management and Climate Change Mitigation

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 84%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 83%

Course

AI Recommended - iGOT

Effective management of urban services in cities through ICCC

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Noting and Drafting

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 98%

Course

AI Recommended - iGOT

Office Procedure - Updated

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures

Relevancy - 97%

Course

AI Recommended - iGOT

Public Grievance Handling and CPGRAM 7.0

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Grievance Redressal - CPGRAMS Portal Management

Relevancy - 96%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Right to Information (RTI)

Functional Competencies

- Handling RTI Matters - RTI Responsiveness
- Handling RTI Matters - RTI Records Management

Relevancy - 95%

Course

AI Recommended - iGOT

Handling of Complaints

Functional Competencies

- Grievance Redressal - Public Grievance Handling

Relevancy - 94%

Course

AI Recommended - iGOT

सरकारी कार्यों के लिए प्रभावी नोटिंग एवं ड्राफ्टिंग

Functional Competencies

- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 90%

Course

AI Recommended - iGOT

Mission Karmayogi Guidelines

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 86%

Course

AI Recommended - iGOT

Preparation of Cabinet Notes

Functional Competencies

- Cabinet note preparation - Cabinet note writing
- Cabinet note preparation - Rules of business (AoB/ToB)
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 82%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 80%

Course

AI Recommended - iGOT

Annual Performance Appraisal Report (APAR) - Updated

Functional Competencies

- Establishment & HR - Handling performance appraisal

Relevancy - 80%

Course

AI Recommended - iGOT

Time Management

Behavioral Competencies

Operational Excellence - Planning & Prioritization

Outcome Orientation - Goal Setting

Relevancy - 92%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

Decision Making - Sound Judgement

Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

Outcome Orientation - Commitment to Quality

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Decision Making - Logical Reasoning

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 87%

Course

AI Recommended - iGOT

Team Building and Team Management

Behavioral Competencies

Collaboration - Relationship Management

Collaborative Leadership - Conflict Management

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Relevancy - 86%

Course

AI Recommended - iGOT

Effective Communication in Government Service

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Getting Started with EI: Importance for Growth in Government Service

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Stress Management
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 82%

Course

AI Recommended - iGOT

Communication for Citizen Centricity

Behavioral Competencies

- Communication - Verbal & Non-Verbal Fluency
- Communication - Active Listening
- Service Orientation - Empathy
- Service Orientation - Service Excellence (wrt citizens)
- Collaboration - Relationship Management

Relevancy - 81%

Course

AI Recommended - iGOT

Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 80%

Course

AI Recommended - iGOT

Problem Solving and Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking

Relevancy - 80%

Assistant Section Officer (Adhoc)

Urban Health Services

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Provide administrative and logistical support for coordinating National Urban Health Mission (NUHM) activities and ensuring convergence with other MoHUA schemes.

- Manage and maintain official records, registers, and databases pertaining to urban health programmes and inter-divisional coordination efforts.

- Process files, including noting and drafting of routine correspondence, office memorandums, and reports related to NUHM and scheme convergence.

- Facilitate the movement of files and documents through the e-Office system, ensuring timely processing and adherence to established office procedures.

- Assist in the organization of meetings, workshops, and training initiatives by handling documentation, logistics, and inter-departmental communication.

- Compile and synthesize information from various sources to support the preparation of briefs, presentations, and reports for senior officials.

- Handle routine RTI queries and parliamentary matters related to the section by preparing draft replies and collecting relevant information for review.

Activities

- Drafting letters, Office Memorandums (OMs), and emails for inter-departmental communication regarding NUHM convergence.

- Updating and managing spreadsheets and databases to track the progress of urban health initiatives and convergence action points.

- Creating, processing, and tracking electronic files in the e-Office system for approvals, comments, and record-keeping.

- Coordinating logistics for meetings, such as booking conference rooms, preparing agendas, and circulating minutes.

- Assisting in the preparation of PowerPoint presentations and background notes for review by senior officers.

- Maintaining registers for incoming and outgoing correspondence (DAK) and tracking critical file movements.

- Collecting data and reports from various mission divisions (NULM, SBM, PMAY) to support the preparation of consolidated convergence reports.

- Preparing draft responses to RTI applications and Parliament Questions based on available records for review by the Section Officer.

Behavioral	Functional	Domain

- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Initiative and Drive
- Collaboration - Knowledge Sharing

4 total

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Data Analytics - Data Management

4 total

- Urban Health Governance - National Urban Health Mission (NUHM) Guidelines
- Urban Health Governance - Convergence Frameworks for Urban Development Schemes
- MoHUA Flagship Missions - Deendayal Antyodaya Yojana-National Urban Livelihood Mission (DAY-NULM) Linkages
- MoHUA Flagship Missions - Swachh Bharat Mission - Urban (SBM-U) and Public Health
- MoHUA Flagship Missions - Pradhan Mantri Awas Yojana - Urban (PMAY-U) and Healthy Living Conditions
- MoHUA Flagship Missions - PM SVANidhi and Welfare of Street Vendors
- Administrative Procedures - Record Management and Documentation Standards
- Public Health Linkages - Role of Urban Local Bodies (ULBs) in Public Health Delivery

8 total

Recommended Courses:

Course — AI Recommended - iGOT

National Health Mission

Domain Competencies

Social - Health and Family Welfare

Relevancy - 99%

Course — AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course — AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course — AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 93%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Understanding and Application of Urban Planning

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

AI led Digital Transformation in Urban Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Urban Water Body Rejuvenation for Water Security under AMRUT 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Audit of Urban Local Bodies

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 83%

Course

AI Recommended - iGOT

Geographic Information System based Master Plan for Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 81%

Course

AI Recommended - iGOT

Climate and Disaster Resilient Cities Preparedness

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Office Procedure - Updated

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 97%

Course

AI Recommended - iGOT

Noting and Drafting

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 96%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 94%

Course

AI Recommended - iGOT

Secretariat Functioning in File

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 93%

Course

AI Recommended - iGOT

Essential Tools for Monitoring and Management for Everyone

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 92%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 91%

Course

AI Recommended - iGOT

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Material Management (GFR) - Maintenance and Disposal of materials

Relevancy - 90%

Course

AI Recommended - iGOT

Public Grievance Handling and CPGRAM 7.0

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Grievance Redressal - CPGRAMS Portal Management

Relevancy - 89%

Course

AI Recommended - iGOT

Data Driven Decision Making

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Management

Relevancy - 88%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 87%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 85%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 84%

Course

AI Recommended - iGOT

सरकारी कार्यों के लिए प्रभावी नोटिंग एवं ड्राफ्टिंग

Functional Competencies

- Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

Central Secretariat Functionaries-Role of an Assistant Section Officer

Functional Competencies

- Office Management - Office Procedures

Relevancy - 80%

Course

AI Recommended - iGOT

Time Management

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Goal Setting

Relevancy - 92%

Course

AI Recommended - iGOT

Problem Solving and Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Effective Communication in Government Service

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency

Relevancy - 89%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 88%

Course

AI Recommended - iGOT

Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 87%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Communication for Citizen Centricity

Behavioral Competencies

- Communication - Verbal & Non-Verbal Fluency
- Communication - Active Listening
- Service Orientation - Empathy
- Service Orientation - Service Excellence (wrt citizens)
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 84%

Course

AI Recommended - iGOT

Team Building and Team Management

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others

Relevancy - 83%

Course

AI Recommended - iGOT

Personal and Professional Effectiveness

Behavioral Competencies

- Personal Effectiveness - Resilience

Relevancy - 82%

Course

AI Recommended - iGOT

Getting Started with EI: Importance for Growth in Government Service

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Stress Management
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 81%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 80%

Section Officer (Training)

Urban Planning Division

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Supervise the administrative processing of training and capacity-building project files, including SMART-JICA, Centres of Excellence (CoE), and PM GatiShakti initiatives.

- Oversee the preparation and submission of notes, drafts, and replies for Parliamentary Questions, RTI applications, and other official communications related to the training division.

- Guide and mentor Assistant Section Officers (ASOs) in file management, noting, drafting, and ensure timely submission of reports and returns.

- Monitor and track the implementation of the Annual Capacity Building Plan (ACBP) and training programs conducted on the iGOT Karmayogi platform.

- Coordinate with various divisions, attached offices like TCPO, and external training partners to facilitate workshops, seminars, and capacity-building events.

- Manage the timely follow-up and disposal of PMO/MP/VIP references and other high-priority communications.

- Ensure proper record management and adherence to Central Secretariat Manual of Office Procedures (CSMOP) for all activities within the training section.

Activities

- Examine and process files related to training project approvals, fund releases, and progress monitoring.

- Draft responses to Parliamentary Questions, RTI queries, and D.O. letters concerning capacity-building initiatives.

- Review notes and drafts prepared by ASOs, providing feedback and ensuring accuracy and compliance with procedures.

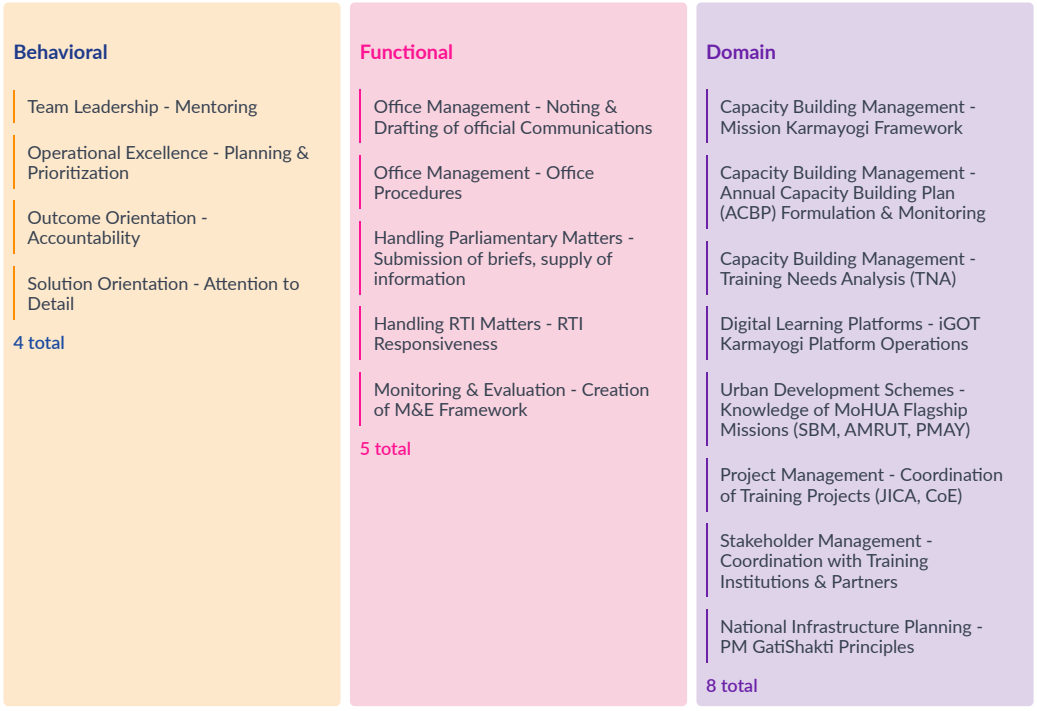
- Compile data and generate periodic progress reports on training programs and ACBP implementation for senior management.

- Liaise with TCPO administration and other divisions for logistical and administrative support for training events.

- Maintain a register and track the status of VIP references, ensuring prompt and appropriate action is taken.

- Conduct regular checks of section records, including file registers and e-office pendency, to ensure efficient workflow.

- Assist in the preparation of agenda notes and minutes for meetings related to capacity building and Mission Karmayogi.



Recommended Courses:

Course

AI Recommended - iGOT

Understanding Urban Transport Planning and Capacity Building

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course

AI Recommended - iGOT

Understanding and Application of Urban Planning

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course

AI Recommended - iGOT

Use Cases of PM GatiShakti National Master Plan

Domain Competencies

Infrastructure - Road Transport and Highways

Relevancy - 96%

Course

AI Recommended - iGOT

Training Design (DOT)

Domain Competencies

Social - Skill Development & Entrepreneurship

Relevancy - 93%

Course

AI Recommended - iGOT

Understanding the Administrative Scorecard for Ministries/Departments

Domain Competencies

Governance - Administrative Reforms & PG

Relevancy - 87%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Introduction to Karmayogi Competency Model (KCM)

Domain Competencies

Governance - Personnel and Training

Relevancy - 85%

Course

AI Recommended - iGOT

Accreditation of Civil Service Training Institutes

Domain Competencies

Governance - Personnel and Training

Relevancy - 84%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 83%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 82%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 80%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 99%

Course

AI Recommended - iGOT

Right to Information (RTI)

Functional Competencies

- Handling RTI Matters - RTI Responsiveness
- Handling RTI Matters - RTI Records Management

Relevancy - 99%

Course

AI Recommended - iGOT

Noting and Drafting

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 98%

Course

AI Recommended - iGOT

Mission Karmayogi Guidelines

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 98%

Course

AI Recommended - iGOT

सरकारी कार्यों के लिए प्रभावी नोटिंग एवं ड्राफ्टिंग

Functional Competencies

- Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Understanding Mission Karmayogi

Functional Competencies

- Establishment & HR - Handling Establishment Matters

Relevancy - 97%

Course

AI Recommended - iGOT

Office Procedure - Updated

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures

Relevancy - 96%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 95%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 94%

Course

AI Recommended - iGOT

Parliament at Work

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 93%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 92%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 91%

Course

AI Recommended - iGOT

Public Grievance Handling and CPGRAM 7.0

Functional Competencies

- Grievance Redressal - Public Grievance Handling
- Grievance Redressal - CPGRAMS Portal Management

Relevancy - 90%

Course

AI Recommended - iGOT

Introductory Video: On-campus Standardization Processes

Functional Competencies

- Office Management - Office Procedures
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Grievance Redressal - Public Grievance Handling
- Establishment & HR - Handling Establishment Matters

Relevancy - 90%

Course

AI Recommended - iGOT

Essential Tools for Monitoring and Management for Everyone

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 89%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 88%

Course

AI Recommended - iGOT

Faculty Development Programme

Functional Competencies

- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 88%

Course

AI Recommended - iGOT

PM Gati Shakti: Understanding the Portal and Tools

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data led Decision making
- Project Management - Project Planning

Relevancy - 86%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 85%

Course

AI Recommended - iGOT

Artificial Intelligence for Karmayogis

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 84%

Course

AI Recommended - iGOT

Annual Performance Appraisal Report (APAR) - Updated

Functional Competencies

- Establishment & HR - Handling performance appraisal

Relevancy - 83%

Course

AI Recommended - iGOT

Cyber Rakshak: Fundamentals of Cyber Security for Public Officials

Functional Competencies

- Digital Fluency - Emerging Technology

Relevancy - 82%

Course

AI Recommended - iGOT

Key Components of E-Office

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

Preparation of Cabinet Notes

Functional Competencies

- Cabinet note preparation - Cabinet note writing
- Cabinet note preparation - Rules of business (AoB/ToB)
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Helping Employees to Grow

Behavioral Competencies

- Team Leadership - Mentoring
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Goal Setting
- Decision Making - Sound Judgement
- Collaboration - Knowledge Sharing

Relevancy - 95%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 94%

Course

AI Recommended - iGOT

Time Management

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Goal Setting

Relevancy - 92%

Course

AI Recommended - iGOT

Problem Solving and Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Effective Communication in Government Service

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency

Relevancy - 89%

Course

AI Recommended - iGOT

Team Building and Team Management

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 87%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Getting Started with EI: Importance for Growth in Government Service

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Stress Management
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 86%

Course

AI Recommended - iGOT

Leadership

Behavioral Competencies

- Team Leadership - Inspiring others
- Team Leadership - Mentoring

Relevancy - 85%

Course

AI Recommended - iGOT

Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

Self-Awareness - Self-Analysis | Self-Awareness - Self Confidence | Self-Awareness - Purposefulness | Outcome Orientation - Accountability | Outcome Orientation - Initiative and Drive | Operational Excellence - Planning & Prioritization | Operational Excellence - Continuous Improvement | Personal Effectiveness - Resilience

Relevancy - 82%

Assistant Section Officer (Civil / Electrical)

Urban Planning

Behavioral: 5 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Process and maintain files related to civil/electrical works, urban planning schemes, and administrative matters of the division using the e-Office system.

- Draft routine communications, office memorandums, notes, and letters for internal and external correspondence as per established procedures.

- Assist in the preparation of replies for Right to Information (RTI) queries, parliamentary questions, and audit paras by collating relevant information.

- Support the organization and coordination of meetings, workshops, and training programs with States, ULBs, and other stakeholders.

- Maintain statutory registers, progress reports, and databases for projects and schemes under the division's purview.

- Provide administrative support for Town and Country Planning Organisation (TCPO) or Works Division tasks, including record management and logistics.

- Examine initial proposals related to urban infrastructure projects, ensuring compliance with departmental guidelines and procedures.

Activities

- Receiving, diarizing, and managing the movement of files using the e-Office platform.

- Composing draft responses to letters received from other ministries, state governments, and the public.

- Collating information and data from various sections to prepare draft answers for parliamentary questions and RTI applications.

- Booking venues, sending invitations, and preparing minutes for divisional meetings and stakeholder consultations.

- Updating project monitoring registers and entering data into the mission's Management Information System (MIS).

- Handling logistical arrangements for TCPO/Works Division events and managing office stationery and supplies.

- Scrutinizing initial project proposals against a checklist of required documents and procedural compliance.

- Assisting in the compilation of data for annual reports, capacity building plans, and other official publications.

Behavioral

- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization
- Communication - Reading & Comprehension
- Outcome Orientation - Initiative and Drive
- Personal Effectiveness - Resilience

5 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

4 total

Domain

- Urban Planning - Basic Principles of Urban and Regional Planning
- Public Works - Overview of CPWD Manuals and Procedures
- MoHUA Schemes - Fundamentals of Smart Cities Mission (SCM) and AMRUT
- MoHUA Schemes - Fundamentals of PMAY-U and Swachh Bharat Mission-Urban (SBM-U)
- Governance & Administration - Record Management and Documentation Standards
- Technical Knowledge - Basic Understanding of Civil/Electrical Project Components
- Planning Guidelines - Introduction to Town and Country Planning Organisation (TCPO) Guidelines
- Project Management - Basic Concepts of Project Monitoring and Reporting

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Understanding and Application of Urban Planning

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 100%

Course — AI Recommended - iGOT

Geographic Information System based Master Plan for Urban Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 98%

Course — AI Recommended - iGOT

Management Information System Portal Management Under PMAY

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 97%

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 96%

Course — AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 96%

Course — AI Recommended - iGOT

Understanding Transit-Oriented Development

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Sustainable Practices in Construction and Demolition Waste Management

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

Urban Planning, Development and Climate Change

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 93%

Course

AI Recommended - iGOT

Understanding Urban Transport Planning and Capacity Building

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Metro Rail Policy 2017

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 90%

Course

AI Recommended - iGOT

Effective management of urban services in cities through ICCC

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Urban Water Body Rejuvenation for Water Security under AMRUT 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Introduction to Municipal Governance

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 88%

Course

AI Recommended - iGOT

Augmentation of Municipal Revenue

Domain Competencies

Finance and Economy - Revenue

Relevancy - 86%

Course

AI Recommended - iGOT

Climate and Disaster Resilient Cities Preparedness

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Accessibility in the Built Environment

Domain Competencies

Welfare - Empowerment of Persons with Disabilities (Divyangjan)

Relevancy - 85%

Course

AI Recommended - iGOT

AutoCAD for Beginners

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Noting and Drafting

Functional Competencies

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Office Management - Office Procedures

Relevancy - 100%

Course

AI Recommended - iGOT

Office Procedure - Updated

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Relevancy - 100%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Relevancy - 100%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 99%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Right to Information (RTI)

Functional Competencies

- Handling RTI Matters - RTI Responsiveness
- Handling RTI Matters - RTI Records Management

Relevancy - 98%

Course

AI Recommended - iGOT

Office Procedures

Functional Competencies

- Office Management - Office Procedures

Relevancy - 98%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Parliamentary Procedures

Functional Competencies

- Handling Parliamentary Matters - Maintaining records of parliamentary matters

Relevancy - 95%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

सरकारी कार्यों के लिए प्रभावी नोटिंग एवं ड्राफ्टिंग

Functional Competencies

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Public Grievance Handling and CPGRAM 7.0

Functional Competencies

Grievance Redressal - Public Grievance Handling

Grievance Redressal - CPGRAMS Portal Management

Relevancy - 90%

Course

AI Recommended - iGOT

संसदीय प्रश्नों से परिचय

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 87%

Course

AI Recommended - iGOT

Preparation of Cabinet Notes

Functional Competencies

Cabinet note preparation - Cabinet note writing

Cabinet note preparation - Rules of business (AoB/ToB)

Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Secretariat Functioning in File

Functional Competencies

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Office Management - Office Procedures

Relevancy - 85%

Course

AI Recommended - iGOT

Annual Performance Appraisal Report (APAR) - Updated

Functional Competencies

Establishment & HR - Handling performance appraisal

Relevancy - 85%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Central Secretariat Functionaries-Role of an Assistant Section Officer

Functional Competencies

Office Management - Office Procedures

Relevancy - 80%

Course

AI Recommended - iGOT

Handling CAT Cases

Functional Competencies

Litigation Management - Legal Know-How

Relevancy - 80%

Course

AI Recommended - iGOT

Personal and Professional Effectiveness

Behavioral Competencies

Personal Effectiveness - Resilience

Relevancy - 95%

Course

AI Recommended - iGOT

Time Management

Behavioral Competencies

Operational Excellence - Planning & Prioritization

Outcome Orientation - Goal Setting

Relevancy - 92%

Course

AI Recommended - iGOT

Effective Communication in Government Service

Behavioral Competencies

Communication - Active Listening

Communication - Verbal & Non-Verbal Fluency

Relevancy - 90%

Course

AI Recommended - iGOT

Communication for Citizen Centricity

Behavioral Competencies

Communication - Verbal & Non-Verbal Fluency

Communication - Active Listening

Service Orientation - Empathy

Service Orientation - Service Excellence (wrt citizens)

Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

Solution Orientation - Analytical Thinking

Relevancy - 88%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Decision Making

Behavioral Competencies

Decision Making - Logical Reasoning

Decision Making - Sound Judgement

Relevancy - 87%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self Confidence

Self-Awareness - Purposefulness

Outcome Orientation - Accountability

Outcome Orientation - Initiative and Drive

Operational Excellence - Planning & Prioritization

Operational Excellence - Continuous Improvement

Personal Effectiveness - Resilience

Relevancy - 87%

Course

AI Recommended - iGOT

Problem Solving and Decision Making

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Solution Orientation - Systems Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 86%

Course

AI Recommended - iGOT

Getting Started with EI: Importance for Growth in Government Service

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Personal Effectiveness - Stress Management
- Personal Effectiveness - Resilience
- Service Orientation - Empathy
- Communication - Active Listening
- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

STRESS MANAGEMENT

Behavioral Competencies

- Personal Effectiveness - Stress Management
- Personal Effectiveness - Resilience
- Self-Awareness - Self-Analysis

Relevancy - 83%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Team Building and Team Management

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others

Relevancy - 80%

Section Officer

Urban Transport Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the work of the Urban Transport section, ensuring timely and qualitative disposal of cases.
- Overseeing the processing of proposals related to Metro Rail, RRTS, PM-eBus Sewa, and other urban mobility projects.
- Monitoring public grievances, RTI matters, and parliamentary references pertaining to the division.
- Guiding and mentoring Assistant Section Officers in file processing, noting, and drafting.
- Coordinating with state governments, metro rail corporations, and other stakeholders on policy and project matters.
- Ensuring proper record management and adherence to office procedures within the section.

Activities

- Review and approve notes and drafts related to urban transport policies and projects.
- Supervise the preparation of briefs and responses for parliamentary questions and committees.
- Monitor the implementation progress of centrally sponsored urban transport schemes.
- Conduct periodic reviews of pending cases and ensure their timely disposal.
- Manage the section's e-Office workflow and ensure compliance with digital procedures.
- Liaise with the Finance Division for budget allocation and expenditure monitoring of UT projects.
- Examine proposals for fare fixation and other regulatory aspects of metro operations.

Behavioral

- Team Leadership - Mentoring
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking

4 total

Functional

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Project Management - Project Implementation
- Handling Parliamentary Matters - Submission of briefs, supply of information

Domain

- Urban Transport - Appraisal of Metro and RRTS Projects
- Urban Transport - National Urban Transport Policy (NUTP) Implementation
- Scheme Management - PM-eBus Sewa Guidelines
- Administrative Procedures - Central Secretariat Manual of Office

4 total

Procedures (CSMOP)

Financial Management - General Financial Rules (GFR) and Project Financing

Legal Framework - Metro Railways (Construction of Works) Act

Stakeholder Coordination - Liaison with State Governments and Transport Authorities

Information Management - Handling RTI and Public Grievances

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 91%

Course

AI Recommended - iGOT

Metro Rail Services in India

Domain Competencies

Infrastructure - Railways

Relevancy - 88%

Course

AI Recommended - iGOT

Introductory Video: On Campus 'Project Management PPP and Finance'

Domain Competencies

Infrastructure - Railways

Relevancy - 86%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 96%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 90%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 89%

Course

AI Recommended - iGOT

Digital Transformation: Effective Procurement and Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Public Procurement (GFR) - Procurement of Services / Goods / Works
- Public Procurement (GFR) - Contract Management
- Public Procurement (GFR) - Vendor / Consultant Management
- Change Management - Change Implementation

Relevancy - 88%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 85%

Course

AI Recommended - iGOT

Leadership in Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring

Relevancy - 85%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Project Management - Project Evaluation & Monitoring

Relevancy - 83%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

- Financial Management - PFMS Portal Management
- Financial Management - Expenditure Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 80%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 94%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 91%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 87%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 87%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Managing and Leading Teams

Behavioral Competencies

- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Collaboration - Relationship Management
- Self-Awareness - Self-Analysis
- Collaborative Leadership - Conflict Management
- Communication - Active Listening
- Outcome Orientation - Accountability

Relevancy - 81%

Course

AI Recommended - iGOT

Mentoring for Effective Human Resource Development

Behavioral Competencies

- Personal Effectiveness - Navigating Ambiguity

Relevancy - 80%

Assistant Section Officer

Urban Transport Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files and proposals related to urban transport projects, including Metro Rail, RRTS, and bus services.
- Drafting notes, letters, and other official communications for the section.
- Maintaining records, files, and registers as per the Central Secretariat Manual of Office Procedures.
- Assisting the Section Officer in handling RTI applications, parliamentary questions, and public grievances.
- Collecting and compiling data for reports and presentations on urban transport matters.
- Coordinating with other divisions and external agencies for information and follow-up actions.

Activities

- Draft notes and communications on proposals for new Metro Rail projects.
- Process files related to fund release and monitoring of ongoing urban transport schemes.
- Maintain and update the register of parliamentary questions and RTI applications for the section.
- Assist in preparing briefs and background material for meetings on urban transport policies.
- Update and manage data related to urban transport projects in the e-office system.
- Handle routine correspondence and diarize incoming and outgoing communications.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Collaboration - Knowledge Sharing
- Self-Awareness - Self-Learning

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms
- Office Management - Office Procedures

4 total

Domain

- Urban Transport - Metro Rail Policy and Project Appraisal
- Urban Transport - National Urban Transport Policy (NUTP)
- Administrative Procedures - Noting and Drafting Standards
- Information Management - Record Keeping and File Management (CSMOP)
- Parliamentary Procedures - Assisting in Preparation of Replies
- Digital Governance - e-Office Usage and Best Practices
- Financial Rules - Basic Understanding of General Financial Rules (GFR)
- Data Management - Maintaining Project-Related Data and MIS

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course — AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 91%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 89%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 86%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 84%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 82%

Course

AI Recommended - iGOT

Microsoft Teams

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - E-Office
- Information & Communication Management - Dissemination of Information

Relevancy - 80%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 82%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 81%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 80%

Section Officer

Vigilance Division

Behavioral: 4 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Supervising the work of the Vigilance section, ensuring confidentiality, timeliness, and accuracy.

- Overseeing the processing of disciplinary cases, appeals, and vigilance clearance requests.
- Monitoring and ensuring timely submission of reports and returns to the Central Vigilance Commission (CVC).
- Guiding Assistant Section Officers on the procedures related to vigilance and disciplinary matters.
- Coordinating with other divisions, attached offices, and the CVC on vigilance-related issues.
- Managing the records of the Vigilance Division and ensuring their proper custody and maintenance.

Activities

- Review and examine investigation reports and draft charge sheets for disciplinary proceedings.
- Supervise the process of issuing vigilance clearances for personnel.
- Ensure timely submission of monthly, quarterly, and annual vigilance returns to CVC.
- Vet notes and drafts prepared by ASOs on complex vigilance cases.
- Coordinate the organization of Vigilance Awareness Week activities within the Ministry.
- Manage the section's workflow in e-Office, with special attention to confidentiality.
- Provide inputs for handling court cases and appeals related to disciplinary matters.

Behavioral

- Outcome Orientation - Accountability
- Solution Orientation - Attention to Detail
- Team Leadership - Mentoring
- Solution Orientation - Analytical Thinking

4 total

Functional

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Preventive Vigilance
- Office Management - Office Procedures
- Litigation Management - Court case management

5 total

Domain

- Vigilance Administration - CVC Guidelines and Directives
- Disciplinary Proceedings - Conducting Departmental Inquiries
- Legal Framework - Interpretation of CCS (CCA) Rules, 1965
- Administrative Procedures - Handling Appeals and Petitions
- Information Management - Management of Confidential Records
- Reporting - Vigilance Reporting and MIS
- Stakeholder Coordination - Liaison with CVC and CBI
- Preventive Vigilance - Systemic Improvements and Integrity Pacts

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Chargesheet under CCS(CCA) Rules 1965

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Litigation Management - Legal Know-How

Relevancy - 100%

Course — AI Recommended - iGOT

Vigilance Clearance

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Provisions on Suspension
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Handling prosecution cases

Relevancy - 99%

Course

AI Recommended - iGOT

Departmental Inquiry Procedure

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Relevancy - 97%

Course

AI Recommended - iGOT

Vigilance Angle

Functional Competencies

Vigilance Administration - Conduct Rules

Vigilance Administration - Proposal preparation for disciplinary proceedings

Vigilance Administration - Preventive Vigilance

Relevancy - 97%

Course

AI Recommended - iGOT

PREVENTIVE VIGILANCE

Functional Competencies

Vigilance Administration - Preventive Vigilance

Vigilance Administration - Conduct Rules

Relevancy - 96%

Course

AI Recommended - iGOT

Preventive Vigilance

Functional Competencies

Vigilance Administration - Preventive Vigilance

Vigilance Administration - Conduct Rules

Relevancy - 95%

Course

AI Recommended - iGOT

Evaluation of Evidence

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Litigation Management - Legal Know-How

Relevancy - 92%

Course

AI Recommended - iGOT

Conduct of Inquiry in Disciplinary Matters

Functional Competencies

Vigilance Administration - Conduct Rules

Vigilance Administration - Proposal preparation for disciplinary proceedings

Establishment & HR - Handling Establishment Matters

Relevancy - 91%

Course

AI Recommended - iGOT

Action Consequent Upon Conviction

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Vigilance Administration - Conduct Rules

Litigation Management - Legal Know-How

Litigation Management - Court case management

Relevancy - 90%

Course

AI Recommended - iGOT

अनुशासनात्मक कार्यवाही में उपस्थित अधिकारी की भूमिका

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Vigilance Administration - Conduct Rules

Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

अनुशासनात्मक मामलों में जांच की प्रक्रिया

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Establishment & HR - Handling Establishment Matters

Relevancy - 89%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Evaluation of Evidence (Hindi)

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules

Relevancy - 85%

Course

AI Recommended - iGOT

Appeal Revision and Review

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How
- Establishment & HR - Handling Establishment Matters

Relevancy - 85%

Course

AI Recommended - iGOT

विभागीय जांच कार्यवाही

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings

Relevancy - 85%

Course

AI Recommended - iGOT

Role of Inquiry Officer in Disciplinary Proceedings (Hindi)

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Establishment & HR - Handling Establishment Matters

Relevancy - 84%

Course

AI Recommended - iGOT

सीसीएस (सीसीए) नियम भाग I: अवलोकन और निलंबन

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Provisions on Suspension
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Establishment & HR - Handling Establishment Matters

Relevancy - 82%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 80%

Course

AI Recommended - iGOT

Constitutional Provisions Relating to Disciplinary Proceedings - Hindi

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Provisions on Suspension

Relevancy - 80%

Course

AI Recommended - iGOT

अनुशासनिक मामलों में सीवीसी के साथ विचार-विमर्श

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Preventive Vigilance

Relevancy - 80%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 89%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 87%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 84%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 83%

Assistant Section Officer

Vigilance Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files related to vigilance cases, disciplinary proceedings, and vigilance clearances.
- Drafting notes, office memorandums, and correspondence on vigilance matters.
- Maintaining confidential records, registers, and files of the Vigilance Division.
- Assisting in the compilation of data for reports to be sent to the Central Vigilance Commission (CVC).
- Handling routine correspondence and communications for the section.
- Assisting in the organization of Vigilance Awareness Week and other related activities.

Activities

- Process requests for vigilance clearance for promotions, deputations, and foreign visits.
- Draft charge sheets, inquiry reports, and other documents related to disciplinary cases.
- Maintain the register of vigilance cases and track their status.

- Assist in preparing monthly and quarterly reports for submission to CVC.

- Handle the diarization and movement of confidential files within the division.

- Provide administrative support for meetings of departmental inquiry committees.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Accountability
- Service Orientation - Responsiveness
- Self-Awareness - Self-Learning

4 total

Functional

- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings

4 total

Domain

- Vigilance Administration - CCS (Conduct) Rules, 1964
- Vigilance Administration - CCS (CCA) Rules, 1965
- Information Management - Handling of Confidential Documents
- Administrative Procedures - Noting and Drafting on Vigilance Matters
- Reporting - Compilation of CVC Reports and Returns
- Digital Governance - e-Office for Confidential File Management
- Legal Framework - Prevention of Corruption Act
- Record Management - Maintenance of Vigilance Case Registers

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 84%

Course — AI Recommended - iGOT

Vigilance Clearance

Functional Competencies

Vigilance Administration - Conduct Rules

Vigilance Administration - Provisions on Suspension

Vigilance Administration - Proposal preparation for disciplinary proceedings

Vigilance Administration - Handling prosecution cases

Relevancy - 99%

Course — AI Recommended - iGOT

Chargesheet under CCS(CCA) Rules 1965

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Vigilance Administration - Conduct Rules

Establishment & HR - Handling Establishment Matters

Litigation Management - Legal Know-How

Relevancy - 99%

Course — AI Recommended - iGOT

Departmental Inquiry Procedure

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Vigilance Angle

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Preventive Vigilance

Relevancy - 97%

Course

AI Recommended - iGOT

Conduct of Inquiry in Disciplinary Matters

Functional Competencies

- Vigilance Administration - Conduct Rules
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Establishment & HR - Handling Establishment Matters

Relevancy - 96%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 94%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

PREVENTIVE VIGILANCE

Functional Competencies

- Vigilance Administration - Preventive Vigilance
- Vigilance Administration - Conduct Rules

Relevancy - 92%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 92%

Course

AI Recommended - iGOT

Evaluation of Evidence

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How

Relevancy - 90%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 90%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules

Relevancy - 88%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 85%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

The Values, Ethos and Spirit of Public Service

Behavioral Competencies

- Service Orientation - Service Excellence (wrt citizens)
- Outcome Orientation - Accountability
- Self-Awareness - Purposefulness
- Decision Making - Sound Judgement

Relevancy - 84%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 83%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Section Officer

Works Division

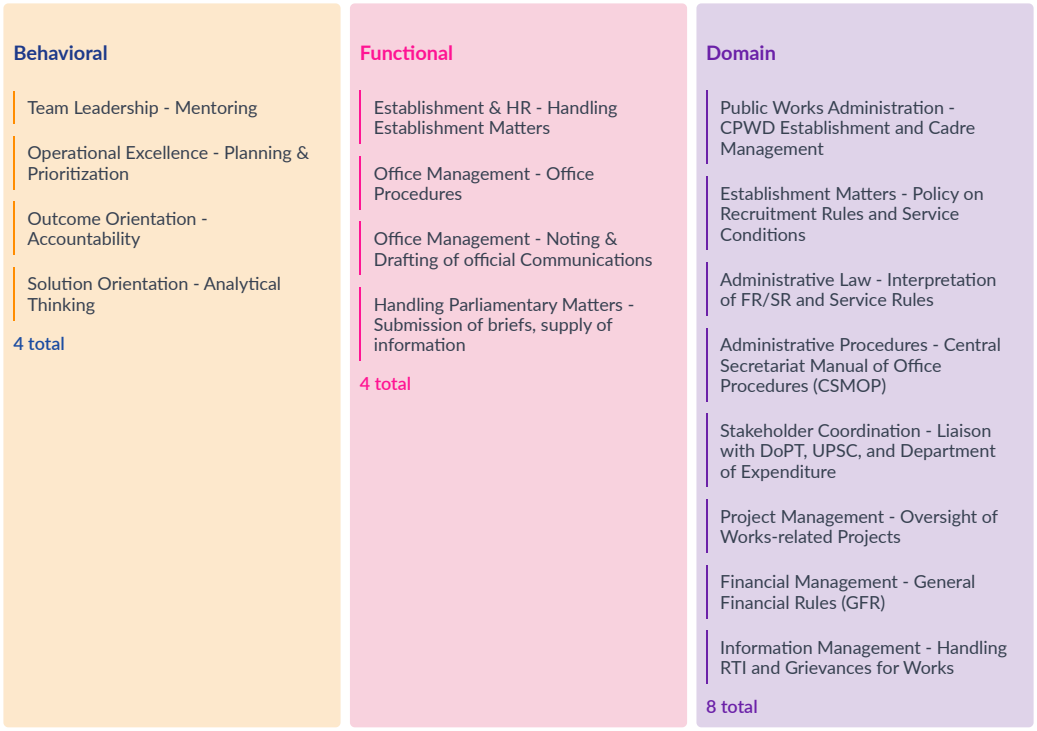
Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Supervising the work of the Works Division section, focusing on administrative matters of the Central Public Works Department (CPWD).
- Overseeing the processing of proposals related to CPWD establishment, cadre management, and recruitment rules.
- Monitoring the implementation of policies related to government works and accommodation.
- Guiding and mentoring Assistant Section Officers on procedures related to public works administration.
- Coordinating with CPWD headquarters and other departments on administrative and policy issues.
- Ensuring timely disposal of RTI applications, grievances, and parliamentary matters related to the Works Division.

Activities

- Review and examine proposals for the creation, continuation, and upgradation of posts in CPWD.
- Supervise the process of framing and amending recruitment rules for various CPWD cadres.
- Monitor the progress of cadre reviews for engineering, architectural, and horticultural services.
- Vet and approve notes and drafts prepared by ASOs on complex establishment cases.
- Liaise with the Department of Personnel & Training (DoPT) and UPSC on recruitment and service matters.
- Handle parliamentary questions and assurances related to CPWD's administrative functioning.
- Ensure proper maintenance of records pertaining to the establishment of CPWD.



Recommended Courses:

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

UNDERSTANDING OF RECRUITMENT PROCEDURE

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Office Management - Office Procedures
- Vigilance Administration - Conduct Rules

Relevancy - 97%

Course

AI Recommended - iGOT

Transfer and Posting

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 95%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules

Relevancy - 92%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Conduct Rules

Relevancy - 85%

Course

AI Recommended - iGOT

Contract Management

Functional Competencies

- Public Procurement (GFR) - Contract Management
- Litigation Management - Legal Know-How

Relevancy - 82%

Course

AI Recommended - iGOT

Supervisory Behaviour

Behavioral Competencies

- Team Leadership - Inspiring others
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Collaboration - Relationship Management

Relevancy - 92%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 82%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 80%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 80%

Assistant Section Officer

Works Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Processing files and proposals related to the Central Public Works Department (CPWD) administration and projects.
- Drafting notes, letters, and office memorandums concerning CPWD establishment, recruitment rules, and cadre management.
- Maintaining records of government accommodation (GPRA/GPOA) and related policy matters.
- Assisting the Section Officer in handling RTI applications, parliamentary questions, and grievances related to CPWD.
- Collecting and compiling data for reports on CPWD projects and administrative matters.
- Handling routine correspondence and file management for the Works Division.

Activities

- Process files for framing and amendment of recruitment rules for CPWD cadres.
- Draft communications regarding cadre review and management of CPWD engineering and architectural services.
- Assist in processing proposals for creation or continuation of posts in CPWD.
- Maintain records related to parliamentary assurances and VIP references concerning the Works Division.
- Update information in the e-Office system for files pertaining to CPWD.
- Diarize and manage the movement of files within the section.

Behavioral	Functional	Domain
Solution Orientation - Attention to Detail	Office Management - Noting & Drafting of official Communications	Public Works Administration - CPWD Manual and Procedures
Outcome Orientation - Initiative and Drive	Office Management - File/DAK Management	Establishment Matters - Recruitment Rules Formulation
Collaboration - Knowledge Sharing	Establishment & HR - Handling Establishment Matters	Establishment Matters - Cadre Management Principles
Self-Awareness - Self-Learning	Office Management - Office Procedures	Administrative Procedures - Noting and Drafting on Establishment Cases
4 total		

4 total

Information Management - Record Keeping for Works Division

Digital Governance - e-Office for Administrative Approvals

Parliamentary Procedures - Assisting in Replies to Parliament Questions

Accommodation Policy - General Pool Residential Accommodation (GPRA) Rules

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Encadrement and Decadrement Procedures in Central Secretariat Cadres

Domain Competencies

Governance - Personnel and Training

Relevancy - 80%

Course

AI Recommended - iGOT

UNDERSTANDING OF RECRUITMENT PROCEDURE

Functional Competencies

Establishment & HR - Handling Establishment Matters

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Office Management - Office Procedures

Vigilance Administration - Conduct Rules

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 96%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

Handling Parliamentary Matters - Submission of briefs, supply of information

Handling Parliamentary Matters - Maintaining records of parliamentary matters

Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

DoSJE - Matters handled by Administration and Establishment Division

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Office Management - Office Procedures

Relevancy - 89%

Course

AI Recommended - iGOT

Matters relating to Pay Module

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Administration Matters - Handling Allowances & Reimbursement

Relevancy - 88%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

- Litigation Management - Legal Know-How
- Litigation Management - Court case management
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Transfer and Posting

Functional Competencies

- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 85%

Private Secretary

Wing/Division - Integrated Finance Division (IFD)

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Providing comprehensive secretarial and administrative support to a mid-level or senior officer (e.g., Director/DS) in the IFD.
- Managing the officer's daily schedule, including appointments, meetings, and reminders.
- Handling correspondence, taking dictation, and preparing drafts of letters and notes.
- Screening telephone calls and visitors, and responding to routine inquiries.
- Making travel arrangements and preparing tour programs.
- Maintaining the officer's files and ensuring the confidentiality of documents.

Activities

- Maintain and update the officer's engagement diary.

- Take dictation in shorthand and transcribe it accurately on a computer.

- Draft routine replies to letters and emails for the officer's approval.

- Arrange logistics for meetings chaired by the officer.

- Process travel claims and other personal claims of the officer.

- Track the movement of important files submitted to or sent from the officer's desk.

Behavioral

- Operational Excellence - Planning & Prioritization
- Solution Orientation - Attention to Detail
- Communication - Verbal & Non-Verbal Fluency
- Service Orientation - Responsiveness

4 total

Functional

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Administration Matters - Handling Leave and Travel
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

4 total

Domain

- Secretarial Practice - Shorthand and Accurate Transcription
- Office Management - Effective Appointment and Schedule Management
- Communication - Professional Correspondence Handling
- Travel Management - Booking and TA Bill Processing
- Information Management - Confidential File Handling
- Digital Tools - Proficiency in e-Office and Word Processing
- Protocol & Etiquette - Managing Visitors and Phone Calls
- Administrative Rules - General office procedures and conduct rules

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 81%

Course

AI Recommended - iGOT

Level-II CSSS Course to Develop Domain Competencies

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Handling Parliamentary Matters - Submission of briefs, supply of information

Administration Matters - Handling Leave and Travel

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 99%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 96%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Key Components of E-Office

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 92%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 91%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 87%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 86%

Course

AI Recommended - iGOT

Microsoft Teams

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - E-Office
- Information & Communication Management - Dissemination of Information

Relevancy - 85%

Course

AI Recommended - iGOT

निजी सहायक के कर्तव्य और जिम्मेदारियाँ

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 84%

Course

AI Recommended - iGOT

Artificial Intelligence Integration in Microsoft Office 365

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Communication

Behavioral Competencies

- Communication - Verbal & Non-Verbal Fluency
- Communication - Reading & Comprehension
- Communication - Active Listening

Relevancy - 92%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 88%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 87%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 86%

Course

AI Recommended - iGOT

Discipline-Driven Professionalism in Defence Establishments

Behavioral Competencies

- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Strategic Leadership - Executive Presence
- Outcome Orientation - Commitment to Quality

Relevancy - 85%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 83%

Course

AI Recommended - iGOT

Ways of Enhancing Presentation Skills

Behavioral Competencies

- Communication - Presentation Skills
- Communication - Verbal & Non-Verbal Fluency
- Communication - Active Listening
- Self-Awareness - Self Confidence
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Effective Communication

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management
- Service Orientation - Empathy
- Collaborative Leadership - Conflict Management

Relevancy - 80%

Personal Assistant

MoHUA HQ

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Taking dictation/transcribing, handling telephone calls, receiving visitors, tour programme/travel arrangements, maintaining the papers required to be retained by the officer and maintaining engagement diary, etc

- Handling confidential and secret letters/dak/files, handling parliamentary work, security of information, facilitating meetings/conferences.

Activities

- Manage the appointment diary and coordinate meeting schedules.

- Screen and direct telephone calls and visitors.

- Draft routine correspondence and emails on behalf of the officer.

- Take dictation for notes, letters, and reports and type them.

- Book tickets, arrange accommodation, and prepare TA/DA bills.

- Organize papers for meetings and maintain a system for tracking important files.

Behavioral

- Operational Excellence - Planning & Prioritization
- Solution Orientation - Attention to Detail
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

4 total

Functional

- Office Management - Office Procedures
- Administration Matters - Handling Leave and Travel
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

4 total

Domain

- Secretarial Practice - Shorthand and Transcription
- Office Management - Diary and Appointment Management
- Communication Management - Handling Correspondence and Visitors
- Travel Management - Domestic Travel Rules and Procedures
- Information Management - Discretion and Confidentiality
- Digital Tools - e-Office and Digital Calendar Management
- Protocol & Etiquette - Official and Interpersonal Etiquette
- Administrative Rules - Basic understanding of CCS Rules

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 100%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

निजी सहायक के कर्तव्य और जिम्मेदारियाँ

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Level-II CSSS Course to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Administration Matters - Handling Leave and Travel
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 90%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 100%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Level-II CSSS Course to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Administration Matters - Handling Leave and Travel
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

निजी सहायक के कर्तव्य और जिम्मेदारियाँ

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 95%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 90%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 85%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Travelling and Daily Allowances for Civilians in Defence Services

Functional Competencies

- Financial Management - Expenditure Management
- Administration Matters - Handling Allowances & Reimbursement
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Relevancy - 80%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Course

AI Recommended - iGOT

Provider - Invest India

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Bihar Institute of Public Administration and Rural Development (BIPARD) ,Bihar

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Microsoft

Artificial Intelligence Integration in Microsoft Office 365

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Wadhwani Foundation

ChatGPT and Generative AI Tools for Government Officials

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Ministry of Communications- Department of Telecommunications

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Central Reserve Police Force (CRPF)

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - IIMB

Effective Communication

Behavioral Competencies

Communication - Verbal & Non-Verbal Fluency

Communication - Reading & Comprehension

Communication - Active Listening

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - RAKNPA

Leave Management System in IT 2.0 Employee Self Service Portal

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Office Management - E-Office

Administration Matters - Handling Leave and Travel

Relevancy - 90%

Course

AI Recommended - iGOT

Provider - Microsoft

Microsoft Teams

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Office Management - E-Office

Information & Communication Management - Dissemination of Information

Relevancy - 90%

Stenographer

MoHUA HQ

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Taking dictation/transcribing, handling telephone calls, receiving visitors, tour programme/travel arrangements, maintaining the papers required to be retained by the officer, maintaining the engagement diary, etc.

- Handling confidential and secret letters/dak/files, handling parliamentary work, security of information, facilitating

- meetings/conferences.

Activities

- Take dictation from officers and produce accurate typed transcripts.

- Type circulars, office orders, and minutes of meetings related to official language implementation.

- Maintain the engagement diary and schedule appointments for the officer.

- Handle incoming and outgoing mail for the officer's desk.

- Assist in preparing documents for the Hindi Salahkar Samiti and other committee meetings.

Behavioral

Solution Orientation - Attention to Detail

Functional

Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

Domain

Secretarial Skills - Shorthand and High-Speed Typing (Bilingual)

Outcome Orientation - Commitment to Quality

Service Orientation - Responsiveness

Outcome Orientation - Accountability

4 total

Office Management - File/DAK Management

Administration Matters - Implementing Official Language

Office Management - Office Procedures

4 total

Official Language - Knowledge of Official Language Act and Rules

Office Management - Basic Secretarial and Administrative Support

Digital Tools - Proficiency in Word Processing (English and Hindi)

Record Management - Filing and Document Handling

Communication - Handling Official Correspondence

Meeting Coordination - Assisting in organizing Hindi-related events

Confidentiality - Maintaining Discretion with Official Matters

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - E-Office

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

निजी सहायक के कर्तव्य और जिम्मेदारियाँ

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Domain Competencies

Functional Competencies

Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

Administration Matters - Implementing Official Language

Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

हिंदी टाइपिंग का परिचय

Functional Competencies

Office Management - Office Procedures

Office Management - Technical Proposal / Report writing

Relevancy - 96%

Course

AI Recommended - iGOT

Microsoft Word Advanced

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

माइक्रोसॉफ्ट ऑफिस 365 में आर्टिफ़िशियल इंटेलिजेंस का एकीकरण

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 88%

Course

AI Recommended - iGOT

Artificial Intelligence Integration in Microsoft Office 365

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 88%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

Outcome Orientation - Commitment to Quality

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Decision Making - Logical Reasoning

Relevancy - 92%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 88%

Course

AI Recommended - iGOT

Level-I CSSS Course to Develop Domain Competencies (Part-I)

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 98%

Course

AI Recommended - iGOT

निजी सहायक के कर्तव्य और जिम्मेदारियाँ

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Level-II CSSS Course to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Handling Parliamentary Matters - Submission of briefs, supply of information
- Administration Matters - Handling Leave and Travel
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 96%

Course

AI Recommended - iGOT

हिंदी टाइपिंग का परिचय

Functional Competencies

- Office Management - Office Procedures
- Office Management - Technical Proposal / Report writing

Relevancy - 96%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Domain Competencies

Functional Competencies

- Office Management - Office Procedures

Relevancy - 95%

Course

AI Recommended - iGOT

Official Meeting - Role of Personal Staff

Functional Competencies

- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 95%

Course

AI Recommended - iGOT

Information Security Basics

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Digital Fluency - AI/ML tools
- Digital Fluency - Emerging Technology
- Data Analytics - Data Use and Governance
- Data Analytics - Data Management
- Information & Communication Management - Dissemination of Information

Relevancy - 94%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

Microsoft Word Advanced

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Artificial Intelligence Integration in Microsoft Office 365

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 88%

Course

AI Recommended - iGOT

माइक्रोसॉफ्ट ऑफिस 365 में आर्टिफ़िशियल इंटेलिजेंस का एकीकरण

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 88%

Course

AI Recommended - iGOT

Microsoft Teams

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - E-Office
- Information & Communication Management - Dissemination of Information

Relevancy - 85%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 82%

Course

AI Recommended - iGOT

ChatGPT and Generative AI Tools for Government Officials

Functional Competencies

- Digital Fluency - AI/ML tools
- Information & Communication Management - Dissemination of Information

Relevancy - 82%

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

- Administration Matters - Implementing Official Language
- Office Management - Noting & Drafting of official Communications

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 92%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 88%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 85%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 82%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Course

AI Recommended - iGOT

Provider - Department of Posts

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Material Management (GFR) - Maintenance and Disposal of materials

Relevancy - 90%

Consultant

Administrative Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Providing expert advice and support on administrative matters, including personnel policy, establishment, and service rules.
- Assisting in the examination of complex administrative cases and proposals.
- Contributing to the formulation and review of administrative policies and procedures.
- Mentoring and providing guidance to regular staff on specific administrative issues.
- Preparing special reports, studies, and analyses on administrative reforms and efficiency.
- Assisting in handling matters related to departmental inquiries and court cases.

Activities

- Analyze and provide recommendations on proposals for cadre review and restructuring.
- Draft policy papers and guidelines on various administrative matters.
- Examine complex disciplinary cases and provide expert opinion.
- Conduct research on best practices in public administration and suggest improvements.
- Assist in the preparation of counter-affidavits and para-wise comments for court cases.
- Provide inputs for the amendment of service rules and regulations.

Behavioral

- Solution Orientation - Analytical Thinking
- Decision Making - Sound Judgement
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Knowledge Sharing

4 total

Functional

- Establishment & HR - Handling Establishment Matters
- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Litigation Management - Legal Know-How
- Policy Architecture - Policy design/ amendment

4 total

Domain

- Public Administration - Expertise in Service Rules (CCS Rules)
- Establishment Matters - Policy Formulation and Review
- Administrative Law - Handling Disciplinary and Court Cases
- Human Resource Management - Cadre Management and Restructuring

Research and Analysis - Policy Analysis and Report Writing

Governance Reforms - Best Practices in Public Sector Administration

Legal Drafting - Preparation of Affidavits and Legal Submissions

Mentorship - Guiding and Training Government Staff

8 total

Recommended Courses:

Course

AI Recommended - iGOT

ADVANCED ADMINISTRATIVE LAW

Domain Competencies

Governance - Legal Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

ADVANCED ADMINISTRATIVE LAW

Domain Competencies

Governance - Legal Affairs

Relevancy - 92%

Course

AI Recommended - iGOT

Basics of Administrative Law

Domain Competencies

Governance - Legal Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Basics of Administrative Law

Domain Competencies

Governance - Legal Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Government Litigation Management and Tribunal Procedures

Functional Competencies

Litigation Management - Legal Know-How

Litigation Management - Court case management

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Vigilance Administration - Conduct Rules

Relevancy - 94%

Course

AI Recommended - iGOT

Consultation with UPSC in disciplinary cases

Functional Competencies

Vigilance Administration - Proposal preparation for disciplinary proceedings

Vigilance Administration - Conduct Rules

Relevancy - 94%

Course

AI Recommended - iGOT

Chargesheet under CCS(CCA) Rules 1965

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Litigation Management - Legal Know-How

Relevancy - 93%

Course

AI Recommended - iGOT

Chargesheet under CCS(CCA) Rules 1965

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Litigation Management - Legal Know-How

Relevancy - 93%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 87%

Course

AI Recommended - iGOT

Fundamentals of Public Policy

Functional Competencies

- Vigilance Administration - Proposal preparation for disciplinary proceedings
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 87%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 94%

Course

AI Recommended - iGOT

Making Decisions

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Communication - Presentation Skills

Relevancy - 91%

Course

AI Recommended - iGOT

Moral thinking for action: An introduction to values and ethics

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 90%

Course

AI Recommended - iGOT

Critical Thinking

Behavioral Competencies

- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking
- Self-Awareness - Self-Analysis

Relevancy - 89%

Course

AI Recommended - iGOT

Human Decision Making and its Biases

Behavioral Competencies

- Decision Making - Sound Judgement
- Decision Making - Logical Reasoning
- Self-Awareness - Self-Analysis

Relevancy - 88%

Course

AI Recommended - iGOT

Indic Reasoning for Modern Governance

Behavioral Competencies

- Collaboration - Knowledge Sharing
- Decision Making - Logical Reasoning

Relevancy - 87%

Course

AI Recommended - iGOT

Understanding Ethical Leadership

Behavioral Competencies

- Decision Making - Sound Judgement
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Strategic Leadership - Forward Thinking

Relevancy - 86%

Course

AI Recommended - iGOT

Rajadharma: The Inner Compass for Modern Governance

Behavioral Competencies

- Decision Making - Sound Judgement
- Service Orientation - Service Excellence (wrt citizens)
- Self-Awareness - Purposefulness
- Strategic Leadership - Forward Thinking

Relevancy - 85%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 84%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 82%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 81%

Senior Secretariat Assistant

Administrative Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Handling routine correspondence and maintaining files and records in the administrative sections.
- Processing papers related to establishment matters such as leave, advances, and service book maintenance.
- Assisting in the preparation of statements, reports, and returns for the section.
- Diarizing and dispatching mail and managing the movement of files.
- Typing letters, office memorandums, and other documents as required.
- Providing general clerical support to the Section Officer and other senior officials.

Activities

- Process leave applications and maintain leave records of staff.
- Prepare salary bills, contingent bills, and process claims for reimbursement.
- Update and maintain service books of employees.
- Type official documents and correspondence accurately.
- Diarize incoming mail and ensure its distribution to the concerned officials.
- Maintain section registers and assist in the periodic weeding of records.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Accountability
- Service Orientation - Responsiveness
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms
- Administration Matters - Handling Leave and Travel

4 total

Domain

- Administrative Procedures - Clerical and Secretarial Support
- Record Management - File and DAK Handling
- Establishment Matters - Service Book Maintenance
- Financial Procedures - Processing of Bills and Claims
- Digital Tools - Typing and Document Formatting
- Office Communication - Handling Routine Correspondence
- Administrative Rules - Knowledge of Leave Rules and LTC
- Digital Governance - Basic e-Office Operations

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 94%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Central Secretariat Functionaries - Role of an ASO

Functional Competencies

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Vigilance Administration - Conduct Rules

Relevancy - 95%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

दस्तावेज में सचिवालय का कामकाज

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 91%

Course

AI Recommended - iGOT

Key Components of E-Office

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

Understanding the Service Book

Functional Competencies

- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Establishment & HR - Handling Establishment Matters

Relevancy - 90%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Conduct Rules

Functional Competencies

- Vigilance Administration - Conduct Rules
- Establishment & HR - Handling Establishment Matters
- Establishment & HR - Handling matters of Prevention of Sexual Harassment Policy
- Litigation Management - Legal Know-How

Relevancy - 88%

Course

AI Recommended - iGOT

Microsoft Outlook

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 85%

Course

AI Recommended - iGOT

Microsoft Teams

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - E-Office
- Information & Communication Management - Dissemination of Information

Relevancy - 85%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 82%

Course

AI Recommended - iGOT

Gov.in Secure Intranet

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - E-Office

Relevancy - 82%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 80%

Course

AI Recommended - iGOT

ChatGPT and Generative AI Tools for Government Officials

Functional Competencies

- Digital Fluency - AI/ML tools
- Information & Communication Management - Dissemination of Information

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 92%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 90%

Course

AI Recommended - iGOT

Efficiency: Competency Framework

Behavioral Competencies

- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Solution Orientation - Analytical Thinking
- Creativity & Innovation - Lateral Thinking
- Self-Awareness - Self-Learning
- Communication - Verbal & Non-Verbal Fluency
- Collaboration - Relationship Management

Relevancy - 88%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 85%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 85%

Course

AI Recommended - iGOT

Developing Effective Soft Skills

Behavioral Competencies

- Communication - Active Listening
- Communication - Verbal & Non-Verbal Fluency
- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Inspiring others

Relevancy - 82%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 80%

Senior Secretariat Assistant (JSA)

Administrative Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Handling clerical and administrative tasks within the Admin-II and IT Cell sections.
- Processing papers, maintaining files, and handling routine correspondence.
- Assisting in the management of IT assets, software licenses, and user support requests.
- Diarizing and dispatching mail, and managing the movement of files in e-Office and physical form.
- Typing official documents, reports, and preparing statements as required.
- Providing support for IT-related administrative tasks, such as procurement and inventory management.

Activities

- Process requests for IT hardware and software.
- Maintain the inventory register for IT assets.
- Handle first-level user queries and escalate technical issues to the appropriate personnel.

- Type and format documents related to IT policies and procedures.

- Diarize and track correspondence related to the IT Cell.

- Assist in the preparation of comparative statements for IT procurement.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Accountability
- Service Orientation - Responsiveness
- Operational Excellence - Planning & Prioritization

4 total

Functional

- Office Management - File/DAK Management
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms
- Office Management - Office Procedures
- Material Management - Inventory Management

4 total

Domain

- IT Administration - IT Asset and Inventory Management
- IT Support - Basic Troubleshooting and User Support
- Administrative Procedures - Clerical and Secretarial Support
- Record Management - Digital and Physical File Handling
- Procurement - Assisting in IT Procurement Processes
- Digital Tools - Advanced Document Formatting and Typing
- Digital Governance - e-Office Operations and Management
- Communication - Handling IT-related Correspondence

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Technology Management in India Post-English

Domain Competencies

Governance - Posts

Relevancy - 92%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 92%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 91%

Course

AI Recommended - iGOT

Key Components of E-Office

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 89%

Course

AI Recommended - iGOT

Managing Contracts and Procurement

Functional Competencies

- Public Procurement (GFR) - Contract Management

Relevancy - 88%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 84%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 83%

Course

AI Recommended - iGOT

Artificial Intelligence Integration in Microsoft Office 365

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 82%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 84%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Senior Secretariat Assistant

Coordination Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Assisting in the coordination of information and reports from various divisions and missions within the Ministry.
- Handling routine correspondence and maintaining files for the Coordination Division.
- Compiling data and preparing statements for high-level meetings, parliamentary matters, and reports to PMO/Cabinet Secretariat.
- Diarizing and tracking important communications and ensuring their timely follow-up.
- Typing and formatting consolidated reports, minutes of meetings, and other coordination-related documents.
- Providing clerical support for the management of portals like e-Samiksha and Pragati.

Activities

- Collect and consolidate weekly/monthly progress reports from all divisions.

- Assist in the preparation of briefs for the Secretary's meetings.
- Maintain the central diary and dispatch register for the Coordination section.
- Track the status of VIP references and parliamentary assurances.
- Type the minutes of inter-divisional coordination meetings.
- Assist in uploading and updating information on monitoring portals.

Behavioral

- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization
- Outcome Orientation - Accountability
- Collaboration - Relationship Management

4 total

Functional

- Office Management - File/DAK Management
- Data Analytics - Data Management
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms
- Office Management - Office Procedures

4 total

Domain

- Coordination - Inter-Divisional Information Consolidation
- Reporting - Preparation of MIS and Progress Reports
- Parliamentary Procedures - Tracking of Assurances and VIP References
- Record Management - Maintenance of Coordination Files
- Digital Governance - Handling Monitoring Portals (e-Samiksha)
- Administrative Procedures - Clerical and Secretarial Support
- Communication - Drafting Routine Coordination Letters
- Data Management - Data Compilation and Statement Preparation

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 95%

Course — AI Recommended - iGOT

DoSJE - Matters handled by Statistics Division

Domain Competencies

Welfare - Social Justice and Empowerment

Relevancy - 87%

Course — AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course — AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - Noting & Drafting of official Communications
- Office Management - E-Office
- Vigilance Administration - Conduct Rules
- Administration Matters - Handling Leave and Travel
- Establishment & HR - Handling Fundamental Rules /Supplementary Rules
- Handling RTI Matters - RTI Responsiveness
- Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 92%

Course

AI Recommended - iGOT

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Material Management (GFR) - Maintenance and Disposal of materials

Relevancy - 92%

Course

AI Recommended - iGOT

Microsoft Excel for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management

Relevancy - 91%

Course

AI Recommended - iGOT

Artificial Intelligence Integration in Microsoft Office 365

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 88%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 84%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 83%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 81%

Course

AI Recommended - iGOT

Gov.in Secure Intranet

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - E-Office

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 95%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Personal Effectiveness - Stress Management
- Operational Excellence - Continuous Improvement

Relevancy - 91%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 90%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 87%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self-Learning
- Team Leadership - Sharing constructive feedback
- Communication - Active Listening
- Outcome Orientation - Accountability
- Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 95%

Course

AI Recommended - iGOT

DoSJE - Matters handled by Statistics Division

Domain Competencies

Welfare - Social Justice and Empowerment

Relevancy - 87%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 80%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 95%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 94%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 92%

Course

AI Recommended - iGOT

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Material Management (GFR) - Maintenance and Disposal of materials

Relevancy - 92%

Course

AI Recommended - iGOT

Microsoft Excel for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management

Relevancy - 91%

Course

AI Recommended - iGOT

Artificial Intelligence Integration in Microsoft Office 365

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 88%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 85%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 84%

Course

AI Recommended - iGOT

Navigating Parliamentary Questions

Functional Competencies

- Handling Parliamentary Matters - Submission of briefs, supply of information
- Handling Parliamentary Matters - Maintaining records of parliamentary matters
- Office Management - Noting & Drafting of official Communications

Relevancy - 83%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 81%

Course

AI Recommended - iGOT

Gov.in Secure Intranet

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Office Management - E-Office

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

Outcome Orientation - Commitment to Quality

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Decision Making - Logical Reasoning

Relevancy - 95%

Course

AI Recommended - iGOT

Time Management Skills

Behavioral Competencies

Outcome Orientation - Goal Setting

Operational Excellence - Planning & Prioritization

Personal Effectiveness - Stress Management

Operational Excellence - Continuous Improvement

Relevancy - 91%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self Confidence

Self-Awareness - Purposefulness

Outcome Orientation - Accountability

Outcome Orientation - Initiative and Drive

Operational Excellence - Planning & Prioritization

Operational Excellence - Continuous Improvement

Personal Effectiveness - Resilience

Relevancy - 90%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

Outcome Orientation - Goal Setting

Operational Excellence - Planning & Prioritization

Operational Excellence - Continuous Improvement

Relevancy - 88%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

Collaboration - Relationship Management

Collaboration - Diversity & Inclusion

Team Leadership - Sharing constructive feedback

Team Leadership - Inspiring others

Communication - Active Listening

Personal Effectiveness - Stress Management

Relevancy - 87%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

Collaboration - Relationship Management

Relevancy - 85%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 84%

Data Entry Operator (Contractual)

Integrated Finance Division (IFD)

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Performing high-speed and accurate data entry of financial information into various government portals and software.
- Verifying the accuracy and completeness of data entered to ensure data integrity.
- Generating routine reports from financial systems as required by IFD officials.
- Maintaining and organizing digital files, databases, and scanned documents.
- Assisting in the digitization of physical financial records and vouchers.
- Ensuring confidentiality and security of all financial data handled.

Activities

- Enter financial data from bills, vouchers, and sanctions into PFMS and other financial software.
- Cross-check entered data with source documents to identify and correct errors.
- Generate daily/weekly transaction reports from the system.
- Scan and upload physical documents into the digital record-keeping system.
- Organize digital files in a structured and easily retrievable manner.
- Assist in data cleaning and formatting tasks in spreadsheets.

Behavioral	Functional	Domain
Solution Orientation - Attention to Detail	Data Analytics - Data Management	Data Management - High-Speed and Accurate Data Entry
Outcome Orientation - Commitment to Quality	Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms	Financial Systems - PFMS Data Entry Protocols
Outcome Orientation - Accountability	Financial Management - PFMS Portal Management	Data Verification - Techniques for Ensuring Data Accuracy
Operational Excellence - Planning & Prioritization	Office Management - Office Procedures	Digital Tools - Proficiency in MS Excel for Data Handling

4 total

4 total

Record Keeping - Digital File Management and Archiving

Information Security - Handling Sensitive Financial Data

Reporting - Generating Basic Financial Reports

Office Procedures - Data Flow in Integrated Finance Division

8 total

Recommended Courses:

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

Financial Management - Expenditure Management

Financial Management - Financial Management

Financial Management - PFMS Portal Management

Relevancy - 98%

Course

AI Recommended - iGOT

Digital Transformation: Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Public Financial Management System

Functional Competencies

Financial Management - PFMS Portal Management

Financial Management - Expenditure Management

Relevancy - 95%

Course

AI Recommended - iGOT

Microsoft Excel for Beginners

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Relevancy - 95%

Course

AI Recommended - iGOT

Microsoft Excel Advanced

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Data Analytics - Data Analysis & Visualization

Data Analytics - Data Management

Relevancy - 94%

Course

AI Recommended - iGOT

Information Security Basics

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Digital Fluency - AI/ML tools

Digital Fluency - Emerging Technology

Data Analytics - Data Use and Governance

Data Analytics - Data Management

Information & Communication Management - Dissemination of Information

Relevancy - 94%

Course

AI Recommended - iGOT

Matters handled by Finance Division

Functional Competencies

- Financial Management - Financial Management
- Financial Management - Expenditure Management

Relevancy - 92%

Course

AI Recommended - iGOT

Data Analytics Essentials for the Defence Ecosystem

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Data Analytics - Data Management
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 92%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

एक्सेल की बुनियादी जानकारी

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Management

Relevancy - 89%

Course

AI Recommended - iGOT

Data Foundations for Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data Use and Governance
- Data Analytics - Data led Decision making

Relevancy - 88%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 88%

Course

AI Recommended - iGOT

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Material Management (GFR) - Maintenance and Disposal of materials

Relevancy - 87%

Course

AI Recommended - iGOT

Foundation Course on Cyber Security

Functional Competencies

- Data Analytics - Data Use and Governance

Relevancy - 86%

Course

AI Recommended - iGOT

CERT-In and Fundamentals of Cyber Hygiene

Functional Competencies

Digital Fluency - Emerging Technology

Relevancy - 85%

Course

AI Recommended - iGOT

Enabling Excellence in Governance Processes through Quality Tools

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Digital Fluency - Emerging Technology

Relevancy - 85%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Data Analytics - Data Analysis & Visualization

Data Analytics - Data led Decision making

Relevancy - 80%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

Outcome Orientation - Commitment to Quality

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Decision Making - Logical Reasoning

Relevancy - 90%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self Confidence

Self-Awareness - Purposefulness

Outcome Orientation - Accountability

Outcome Orientation - Initiative and Drive

Operational Excellence - Planning & Prioritization

Operational Excellence - Continuous Improvement

Personal Effectiveness - Resilience

Relevancy - 88%

Course

AI Recommended - iGOT

TOTAL QUALITY MANAGEMENT

Behavioral Competencies

Operational Excellence - Continuous Improvement

Operational Excellence - Process Excellence

Outcome Orientation - Commitment to Quality

Service Orientation - Service Excellence (wrt citizens)

Collaboration - Knowledge Sharing

Relevancy - 84%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Solution Orientation - Analytical Thinking
- Outcome Orientation - Commitment to Quality

Relevancy - 83%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

- Outcome Orientation - Goal Setting
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement

Relevancy - 81%

Senior Secretariat Assistant (Ssa)

Official Language Division

Behavioral: 5 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Assist in the processing and movement of files and official documents as per established procedures.
- Maintain and manage official records, registers, and diaries to ensure proper documentation and easy retrieval.
- Draft routine official communications, letters, and reminders for review by senior officials.
- Support the Section Officer in monitoring the status of public grievances, RTI applications, and parliamentary references.
- Perform data entry, typing, and document preparation tasks using digital tools, including MS Office and the e-Office platform.
- Coordinate logistical arrangements for meetings and manage the inventory of stationery and supplies for the section.
- Assist in the compilation of data and preparation of routine reports and statements as required.

Activities

- Receive, diarize, and distribute incoming correspondence (DAK) to the concerned officials.
- Operate the e-Office portal for file creation, movement, tracking, and closure.
- Type notes, drafts, and fair copies of Office Memorandums (OMs), letters, and other official documents.
- Maintain section registers, including the file movement register, attendance register, and parliamentary assurance register.
- Retrieve files and records from the record room as required by senior officers.
- Update the status of RTI applications and public grievances on relevant portals under supervision.
- Prepare meeting notices, circulate agendas, and arrange for meeting logistics.
- Manage the physical and digital records of the section, including recording, indexing, and weeding of files as per rules.

Behavioral

- Solution Orientation - Attention to Detail
- Outcome Orientation - Initiative and Drive
- Collaboration - Knowledge Sharing

Functional

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

Domain

- Secretariat Procedures - Central Secretariat Manual of Office Procedure (CSMOP)
- Record Management - Rules for Recording, Indexing, and Weeding of Files

Self-Awareness - Self-Learning

Operational Excellence - Planning & Prioritization

5 total

Office Management - E-Office

Office Management - Noting & Drafting of official Communications

5 total

Ministry-Specific Knowledge - Basic Understanding of MoHUA's Organizational Structure and Key Missions

Transparency and Accountability - Basic Procedures for Handling RTI Applications

Citizen Service - Fundamentals of Public Grievance Redressal Mechanism

Official Language - Implementation of Official Language Policy in Correspondence

General Administration - Basic knowledge of Stationery and General Office Supplies Management

Financial Rules - Awareness of General Financial Rules (GFR) related to office expenditure

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Rajbhasha Hindi

Functional Competencies

Administration Matters - Implementing Official Language

Office Management - Noting & Drafting of official Communications

Relevancy - 98%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 98%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 97%

Course

AI Recommended - iGOT

Records Management

Functional Competencies

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Material Management (GFR) - Maintenance and Disposal of materials

Relevancy - 95%

Course

AI Recommended - iGOT

दस्तावेज में सचिवालय का कामकाज

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 92%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 91%

Course

AI Recommended - iGOT

Key Components of E-Office

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Establishment & HR - Handling Establishment Matters
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 90%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

Right to Information (Prarambh)

Functional Competencies

- Handling RTI Matters - RTI Responsiveness
- Handling RTI Matters - RTI Records Management

Relevancy - 80%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

Digital Fluency - AI/ML tools

Relevancy - 80%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self Confidence

Self-Awareness - Purposefulness

Outcome Orientation - Accountability

Outcome Orientation - Initiative and Drive

Operational Excellence - Planning & Prioritization

Operational Excellence - Continuous Improvement

Personal Effectiveness - Resilience

Relevancy - 87%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

Outcome Orientation - Commitment to Quality

Outcome Orientation - Goal Setting

Outcome Orientation - Accountability

Solution Orientation - Analytical Thinking

Operational Excellence - Planning & Prioritization

Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Goal Setting for Workplace Success

Behavioral Competencies

Outcome Orientation - Goal Setting

Operational Excellence - Planning & Prioritization

Operational Excellence - Continuous Improvement

Relevancy - 84%

Course

AI Recommended - iGOT

Introduction to process improvement and optimization

Behavioral Competencies

Operational Excellence - Process Excellence

Operational Excellence - Continuous Improvement

Solution Orientation - Analytical Thinking

Outcome Orientation - Commitment to Quality

Relevancy - 82%

Course

AI Recommended - iGOT

From Criticism to Growth: Navigating Feedback Effectively

Behavioral Competencies

Self-Awareness - Self-Analysis

Self-Awareness - Self-Learning

Team Leadership - Sharing constructive feedback

Communication - Active Listening

Outcome Orientation - Accountability

Operational Excellence - Continuous Improvement

Relevancy - 80%

Junior Secretariat Assistant (General)

Coordination Division

Behavioral: 5 total Functional: 5 total Domain: 8 total

Roles & Responsibilities

- Manage the receipt, diarization, and dispatch of all official correspondence (Dak) in both physical and electronic formats.
- Maintain and update files, registers, and records in accordance with the Central Secretariat Manual of Office Procedure (CSMOP).
- Assist in drafting and typing routine official communications, letters, office memoranda, and notes.
- Perform data entry operations, scan documents, and manage files on the e-Office platform and other ministry-specific portals.
- Provide clerical and administrative support to the Section Officer and other senior officials to ensure smooth workflow.
- Coordinate logistical arrangements for meetings, including preparing and circulating agendas and minutes.
- Process and track the movement of files within the department to ensure timely action and response.
- Assist in retrieving information and records required for preparing responses to RTI applications and Parliamentary Questions.

Activities

- Diarizing all incoming letters, emails, and files in the designated register or system.
- Dispatching outgoing communications through post, courier, or digital means and maintaining dispatch records.
- Opening new files, numbering pages, and keeping an accurate record of file movements in the file movement register.
- Typing and formatting official documents using MS Office suite (Word, Excel) as directed by senior officials.
- Scanning and uploading physical documents to the e-Office platform to maintain digital records.
- Updating and maintaining contact lists, leave records, and other sectional registers.
- Making photocopies, binding documents, and managing the inventory of stationery for the section.
- Assisting in compiling data and information from files for the preparation of reports and statements.

Behavioral

- Solution Orientation - Attention to Detail
- Operational Excellence - Planning & Prioritization
- Self-Awareness - Self-Learning
- Collaboration - Relationship Management
- Outcome Orientation - Initiative and Drive

5 total

Functional

- Office Management - File/DAK Management
- Office Management - Office Procedures
- Office Management - E-Office
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms
- Office Management - Noting & Drafting of official Communications

5 total

Domain

- Administrative Governance - Central Secretariat Manual of Office Procedure (CSMOP)
- Administrative Governance - Record Management and Archiving Rules
- MoHUA Scheme Awareness - Basic Knowledge of Flagship Missions (SBM-U, PMAY-U, AMRUT)
- Transparency and Accountability - Support Procedures for Right to Information (RTI) Act
- Parliamentary Affairs - Support Procedures for Parliamentary Questions
- Grievance Redressal - Basic Handling of CPGRAMS Portal
- Digital Governance - Awareness of e-Sampada and other MoHUA portals
- Official Language Policy - Implementation of Hindi in Official Work

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 97%

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 85%

Course

AI Recommended - iGOT

Level-III Training Programme to Develop Functional Competencies

Functional Competencies

Office Management - File/DAK Management

Office Management - Office Procedures

Office Management - Noting & Drafting of official Communications

Office Management - E-Office

Vigilance Administration - Conduct Rules

Administration Matters - Handling Leave and Travel

Establishment & HR - Handling Fundamental Rules /Supplementary Rules

Handling RTI Matters - RTI Responsiveness

Handling Parliamentary Matters - Submission of briefs, supply of information

Relevancy - 100%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

Office Management - Office Procedures

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 96%

Course

AI Recommended - iGOT

Key Components of E-Office

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Establishment & HR - Handling Establishment Matters

Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 94%

Course

AI Recommended - iGOT

eOffice Learning Resources 2025

Functional Competencies

Office Management - E-Office

Office Management - File/DAK Management

Office Management - Noting & Drafting of official Communications

Relevancy - 93%

Course

AI Recommended - iGOT

ई-ऑफ़िस पोर्टल : परिचय एवं दक्षता प्रशिक्षण

Functional Competencies

- Office Management - E-Office
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications
- Office Management - Office Procedures

Relevancy - 93%

Course

AI Recommended - iGOT

Microsoft Word Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - Noting & Drafting of official Communications

Relevancy - 90%

Course

AI Recommended - iGOT

Microsoft Teams

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Office Management - E-Office
- Information & Communication Management - Dissemination of Information

Relevancy - 85%

Course

AI Recommended - iGOT

AI Using Google Bard and ChatGPT for Beginners

Functional Competencies

- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms
- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making

Relevancy - 82%

Course

AI Recommended - iGOT

Artificial Intelligence for Government Officers

Functional Competencies

- Digital Fluency - AI/ML tools

Relevancy - 80%

Course

AI Recommended - iGOT

Right to Information (Prarambh)

Functional Competencies

- Handling RTI Matters - RTI Responsiveness
- Handling RTI Matters - RTI Records Management

Relevancy - 80%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 88%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 86%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 80%

Consultant (MC)

Mission Coordination Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Providing expert advice on the coordination and monitoring of MoHUA's flagship missions.
- Analyzing data from various missions to identify trends, gaps, and areas for convergence.
- Assisting in the preparation of consolidated reports and presentations for high-level review meetings (e.g., Pragati, e-Samiksha).
- Contributing to the development and refinement of monitoring frameworks and key performance indicators (KPIs).
- Liaising with Mission Directorates to gather information and facilitate cross-mission collaboration.
- Conducting research on best practices in program management and suggesting improvements.

Activities

- Analyze mission progress data and prepare analytical notes for the Economic Adviser.
- Draft presentations on the overall performance of MoHUA schemes for PMO and Cabinet Secretariat.
- Assist in designing dashboards and reports for the Output-Outcome Monitoring Framework (OOMF).
- Coordinate with SBM, AMRUT, PMAY, and other mission teams to ensure timely data submission.
- Prepare background papers and talking points for senior officers on mission performance.
- Evaluate state-wise performance across missions and highlight key achievements and challenges.

Behavioral	Functional	Domain
Solution Orientation - Analytical Thinking	Data Analytics - Data Analysis & Visualization	Program Management - Cross-Mission Monitoring and Evaluation
Solution Orientation - Systems Thinking	Monitoring & Evaluation - Creation of M&E Framework	Data Analytics - Performance Analysis of Urban Schemes
Communication - Presentation Skills	Monitoring & Evaluation - Evaluation of outcomes / outputs	Reporting - Preparation of High-Level Government Reports (Pragati, OOMF)
Collaboration - Relationship Management	Office Management - Technical Proposal / Report writing	Urban Development - Knowledge of MoHUA's Flagship Missions (SBM,
4 total		

4 total

AMRUT, PMAY)

Policy Analysis - Identifying Areas for Scheme Convergence

Stakeholder Coordination - Liaison with Mission Directorates

Digital Tools - Advanced PowerPoint and Excel for Reporting

Governance - Output-Outcome Monitoring Frameworks

8 total

Recommended Courses:

Course

AI Recommended - iGOT

Training Module on Swachata Hi Seva - 2024

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 95%

Course

AI Recommended - iGOT

Orientation on Swachh Bharat Mission-Urban 2.0

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 94%

Course

AI Recommended - iGOT

National Urban Livelihoods Mission: Approaches and Practices

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 89%

Course

AI Recommended - iGOT

Urban Development in India: Basic Version

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 87%

Course

AI Recommended - iGOT

Designing and Developing Projects in Ministries: A Practical Guide

Domain Competencies

Infrastructure - Housing and Urban Affairs

Relevancy - 86%

Course

AI Recommended - iGOT

Essentials of Monitoring and Evaluation for Programmes and Policies

Functional Competencies

Monitoring & Evaluation - Creation of M&E Framework

Monitoring & Evaluation - Evaluation of outcomes / outputs

Policy Architecture - Policy monitoring & impact assessment

Project Management - Project Evaluation & Monitoring

Relevancy - 99%

Course

AI Recommended - iGOT

Data Analytics for Effective Governance

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data led Decision making
- Digital Fluency - Digital Tools (MS office, Excel, & PPT) & Platforms

Relevancy - 97%

Course

AI Recommended - iGOT

Case Studies in the Use of Data and Evidence for Governance

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Policy Architecture - Research & Need Analysis
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Data Analytics - Data led Decision making

Relevancy - 95%

Course

AI Recommended - iGOT

Using Data for Planning and Prioritisation

Functional Competencies

- Data Analytics - Data Analysis & Visualization
- Data Analytics - Data Management
- Data Analytics - Data led Decision making

Relevancy - 92%

Course

AI Recommended - iGOT

From Gridlock to Growth: Impact of PRAGATI in India and Beyond

Functional Competencies

- Information & Communication Management - Dissemination of Information
- Information & Communication Management - Management of information on official websites

Relevancy - 90%

Course

AI Recommended - iGOT

Project Management

Functional Competencies

- Project Management - Project Planning
- Project Management - Project Implementation
- Project Management - Project Evaluation & Monitoring
- Government Program Formulation - Feasibility & Risk Assessment
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 88%

Course

AI Recommended - iGOT

Measuring the Impact of Marketing Campaign

Functional Competencies

- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 87%

Course

AI Recommended - iGOT

Public Governance Models

Functional Competencies

- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Policy Architecture - Policy monitoring & impact assessment
- Financial Management - Budget Formulation & Implementation

Relevancy - 86%

Course

AI Recommended - iGOT

XV Finance Commission Grant Management

Functional Competencies

- Financial Management - Expenditure Management
- Financial Management - Financial Management
- Financial Management - PFMS Portal Management

Relevancy - 85%

Course

AI Recommended - iGOT

Basics of Public Policy Research

Functional Competencies

- Policy Architecture - Research & Need Analysis
- Policy Architecture - Policy monitoring & impact assessment
- Office Management - Technical Proposal / Report writing
- Monitoring & Evaluation - Evaluation of outcomes / outputs

Relevancy - 85%

Course

AI Recommended - iGOT

Social Impact Assessment

Functional Competencies

- Policy Architecture - Policy monitoring & impact assessment
- Monitoring & Evaluation - Creation of M&E Framework
- Monitoring & Evaluation - Evaluation of outcomes / outputs
- Government Program Formulation - Scheme/Program Design

Relevancy - 84%

Course

AI Recommended - iGOT

Structured Problem Solving and Decision Making for Government Officers

Behavioral Competencies

- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking

Relevancy - 95%

Course

AI Recommended - iGOT

Ways of Enhancing Presentation Skills

Behavioral Competencies

- Communication - Presentation Skills
- Communication - Verbal & Non-Verbal Fluency
- Communication - Active Listening
- Self-Awareness - Self Confidence
- Personal Effectiveness - Stress Management

Relevancy - 91%

Course

AI Recommended - iGOT

Developing Execution Excellence (DEE)

Behavioral Competencies

- Operational Excellence - Planning & Prioritization
- Operational Excellence - Process Excellence
- Operational Excellence - Continuous Improvement
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Decision Making - Sound Judgement
- Solution Orientation - Analytical Thinking

Relevancy - 90%

Course

AI Recommended - iGOT

Effective Stakeholder Engagement and Communication

Behavioral Competencies

- Collaboration - Relationship Management

Relevancy - 90%

Course

AI Recommended - iGOT

Problem Solving

Behavioral Competencies

- Solution Orientation - Analytical Thinking
- Decision Making - Logical Reasoning
- Decision Making - Sound Judgement
- Solution Orientation - Systems Thinking
- Operational Excellence - Continuous Improvement

Relevancy - 88%

Course

AI Recommended - iGOT

Leading with Collaboration: Sahakaryata in Public Service

Behavioral Competencies

- Collaboration - Relationship Management
- Collaborative Leadership - Conflict Management
- Team Leadership - Mentoring
- Team Leadership - Sharing constructive feedback
- Service Orientation - Empathy
- Self-Awareness - Self-Analysis

Relevancy - 86%

Course

AI Recommended - iGOT

Developing a Positive Work Culture

Behavioral Competencies

- Collaboration - Relationship Management
- Collaboration - Diversity & Inclusion
- Team Leadership - Sharing constructive feedback
- Team Leadership - Inspiring others
- Communication - Active Listening
- Personal Effectiveness - Stress Management

Relevancy - 84%

Multi Tasking Staff

Administrative Division

Behavioral: 4 total Functional: 4 total Domain: 8 total

Roles & Responsibilities

- Ensuring the physical movement of files, documents, and other official papers between sections and officers.
- Performing tasks such as photocopying, scanning, and binding of documents.
- Assisting in the general cleanliness and upkeep of the office premises, including dusting and arranging furniture.
- Delivering official communications (dak) to other government offices.
- Assisting in the arrangement and organization of records and files within the section.
- Operating basic office equipment like photocopiers, scanners, and fax machines.

Activities

- Carry and deliver files and other papers from one officer/section to another.
- Make photocopies of documents and reports as instructed.
- Assist in the opening and closing of rooms in the office.

- Ensure that the office space is tidy and organized.
- Deliver urgent communications to nearby government buildings.
- Provide drinking water to staff and visitors.

Behavioral

- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Service Orientation - Responsiveness
- Solution Orientation - Attention to Detail

4 total

Functional

- Office Management - File/DAK Management
- Administration Matters - Handling Miscellaneous Matters (Car, Residence, Personal Staff etc.)
- Office Management - Office Procedures
- Digital Fluency - Digital Tools (MS office, Excel, PPT & AI tools) & Platforms

4 total

Domain

- Office Support - Physical File and Document Movement
- Office Support - Photocopying and Binding Procedures
- Record Management - Basic File Arrangement and Tagging
- Office Administration - Section Upkeep and Cleanliness
- Communication - Receiving and Delivering Messages
- Security Procedures - Handling of Official Documents
- Workplace Etiquette - Professional Conduct in an Office Environment
- Equipment Handling - Operating Photocopiers and Scanners

8 total

Recommended Courses:

Course — AI Recommended - iGOT

Multi Tasking Karmayogi - Dakshata

Domain Competencies

Governance - Posts

Relevancy - 95%

Course — AI Recommended - iGOT

Multi Tasking Karmayogi - Prarambh

Domain Competencies

Governance - Posts

Relevancy - 93%

Course — AI Recommended - iGOT

Swachhata - DoP

Domain Competencies

Governance - Administrative Reforms & PG

Relevancy - 90%

Course — AI Recommended - iGOT

Office Procedure and Dak Managements

Domain Competencies

Governance - Posts

Relevancy - 82%

Course

AI Recommended - iGOT

Fundamentals of Government Office Procedures and Communication

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 88%

Course

AI Recommended - iGOT

दस्तावेज में सचिवालय का कामकाज

Functional Competencies

- Office Management - Office Procedures
- Office Management - File/DAK Management
- Office Management - Noting & Drafting of official Communications

Relevancy - 84%

Course

AI Recommended - iGOT

Seven Secrets to Mastering Quality Work

Behavioral Competencies

- Outcome Orientation - Commitment to Quality
- Outcome Orientation - Goal Setting
- Outcome Orientation - Accountability
- Solution Orientation - Analytical Thinking
- Operational Excellence - Planning & Prioritization
- Decision Making - Logical Reasoning

Relevancy - 85%

Course

AI Recommended - iGOT

Practicing Excellence

Behavioral Competencies

- Self-Awareness - Self-Analysis
- Self-Awareness - Self Confidence
- Self-Awareness - Purposefulness
- Outcome Orientation - Accountability
- Outcome Orientation - Initiative and Drive
- Operational Excellence - Planning & Prioritization
- Operational Excellence - Continuous Improvement
- Personal Effectiveness - Resilience

Relevancy - 80%

© 2026 All Rights Reserved.