



User Manual
FRAC Assessment
Competency Portal
For
Department of Telecommunications
Version 1.0

**e-Telecom Transformation Centre (eTT),
Independent Business Vertical (IBV) of C-DOT,
Department of Telecommunications,
Ministry of Communications,
Government of India**

Contents

1.	Abbreviations, Acronyms and Definitions	3
2.	Introduction of Competency Portal	4
3.	Pre-requisite / Pre-conditions.....	4
4.	Competency Portal	5
4.1	Login.....	5
4.2	Assessment (FRAC Assessment).....	9
4.2.1	Individual Officer shall submit the FRAC Assessment to the Reporting Officer for approval.	9
4.2.2	Reporting Officer shall review the FRAC Assessment and take appropriate action.....	19

1. Abbreviations, Acronyms and Definitions

Acronym	Full Form
C-DOT	Centre for Development of Telematics
CP	Competency Portal
CB&T	Capacity Building and Training (CBT) Division
DoT	Department of Telecommunications
eTT	e-Telecom Transformation Centre
FRAC	Framework of Role, Activity and Competency
FY / F.Y.	Financial Year
GoI	Government of India

2. Introduction of Competency Portal

The Competency Portal is being developed to streamline and centralize the approach to managing training activities, making the Annual Capacity Building Plan more dynamic. The portal will also be used to identify training gaps for each officer and suggest suitable training interventions. It is not just intended as a departmental tool, but as a scalable and replicable product that can be deployed across multiple ministries, departments, or organizations.

Key Features:

- Competency Passport Generation
- Training Gap Identification
- Training Intervention Suggestions
- Online training nomination facility
- Competency Upskilling Scheme
- Reports on Competency profiles and training
- Analytics and Reporting

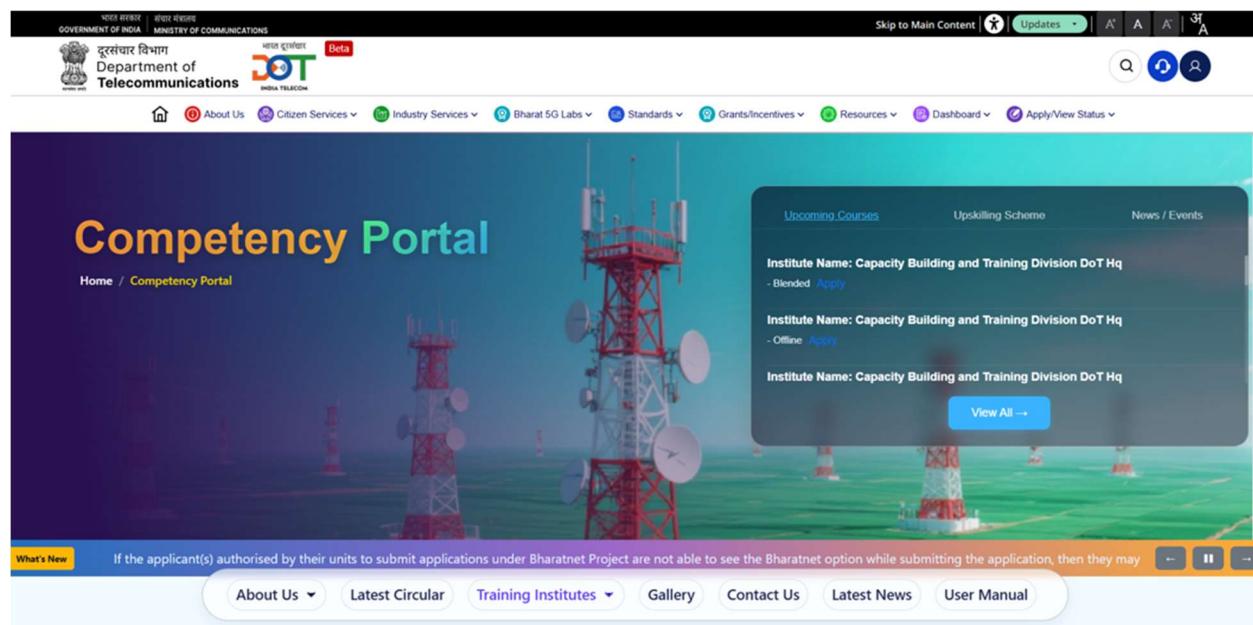
3. Pre-requisite / Pre-conditions

- User must be a fully registered account holder on the portal.
- Active status with no account suspensions or pending verifications.
- Users should have access to registered mobile number/email for password reset or SSO login.
- Access to registered mobile numbers, or email for authentication and recovery.
- Compliance with two-factor authentication (2FA) or OTP verification where enabled.
- Browser compatibility with modern standards (e.g., latest Chrome, Firefox) and JavaScript enabled.
- Stable internet connection supporting HTTPS access to the portal domain

4. Competency Portal

4.1 Login

➤ Open the link <https://competency.dot.gov.in/>, it automatically redirects to <https://eservices.dot.gov.in/competency-portal/>. Users can also directly access the application using <https://eservices.dot.gov.in/competency-portal/>.



About Competency Portal

In alignment with Digital India by Design efforts of Department of Telecommunications 'Competency Portal' of DoT, has been developed to centralize and streamline the approach to managing training and competency data across all positions in alignment with the functional and competency requirements of every individual officer/official in DoT. This portal will also make the Annual Capacity Building Plan (ACBP) dynamic, thereby helping in the effective implementation of Mission Karmayogi. DoT is the 1st department to develop such solution to dynamically update the FRAC and ACBP.



Dynamic Annual Capacity Building Plan (ACBP)

The portal enables dynamic updates to the Annual Capacity Building Plan, ensuring real-time alignment with organizational needs and individual competency requirements.



Competency Passport

Each officer/official maintains a comprehensive competency passport that tracks their skills, training history, and development progress.

[Read More](#)



➤ If the message "This link shall take you to a page outside the website. For any query regarding the content of the linked page, please contact the webmaster of the concerned website." is displayed, click the OK button.

Portal: Competency Portal

User Manual: FRAC Assessment

- Click the “Login” button on the portal’s homepage.

About Competency Portal

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Dynamic Annual Capacity Building Plan (ACBP)

The portal enables dynamic updates to the Annual Capacity Building Plan, ensuring real-time alignment with organizational needs and individual competency requirements.



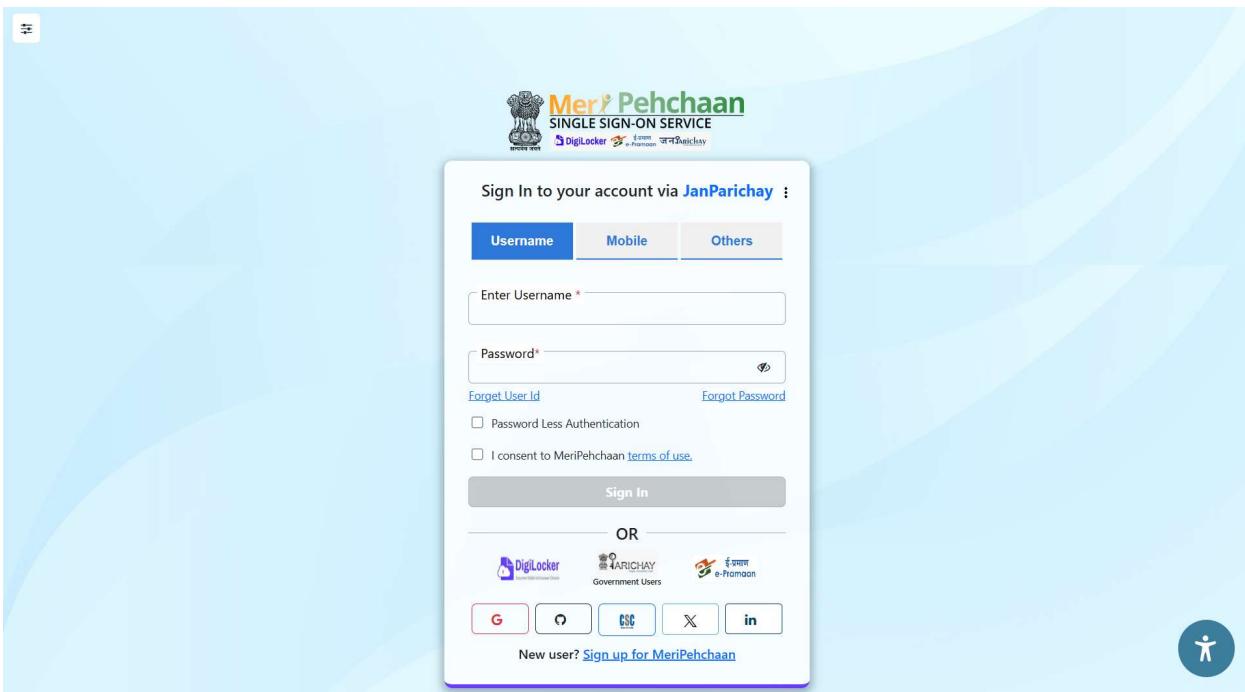
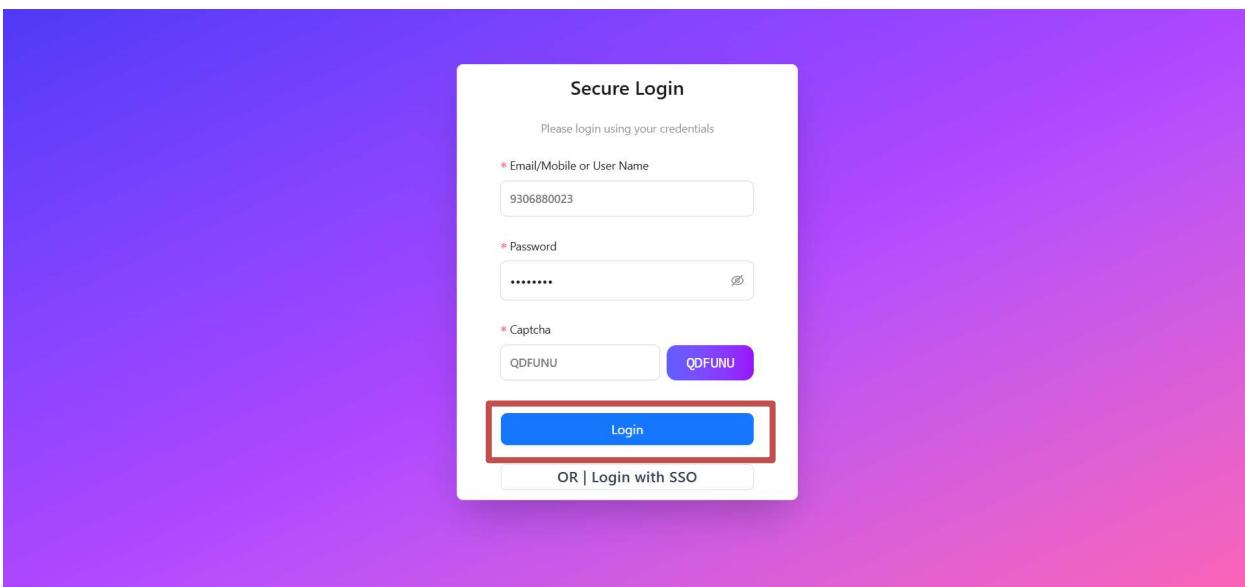
Competency Passport

Each officer/official maintains a comprehensive competency passport that tracks their skills, training history, and development progress.

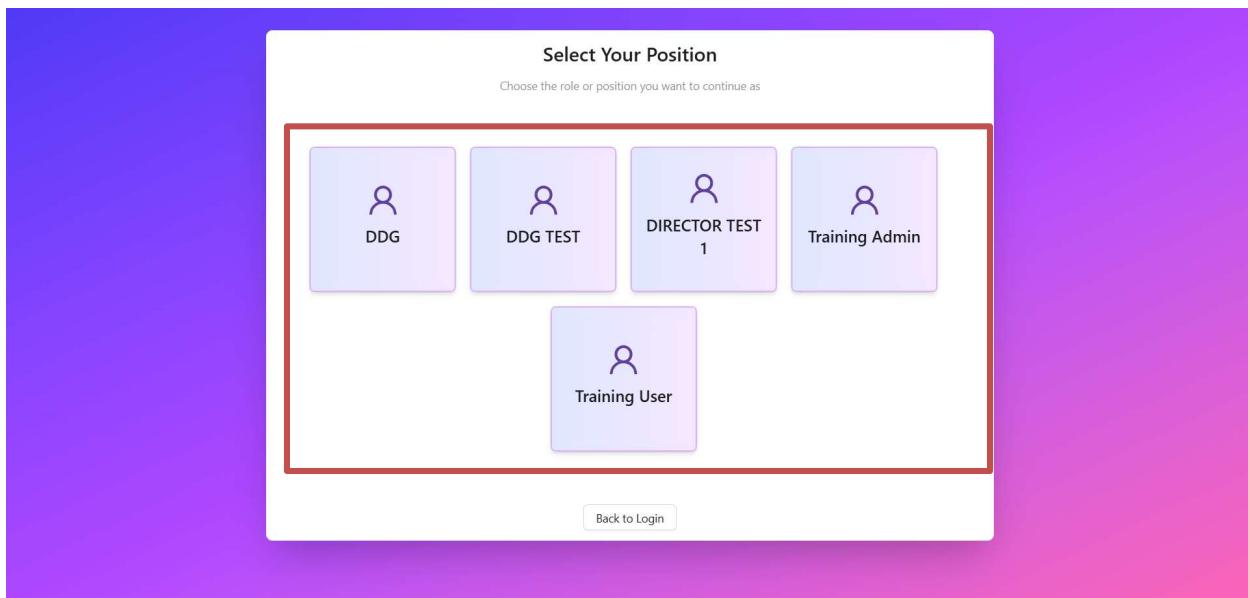
[Read More](#)



- Either enter your username (username/email/phone number), password, and captcha, then click the Login button, or select SSO Login through JanParichay to proceed with SSO authentication.



- After successful authentication (via credentials or SSO), the system allows you to select a profile if more than one profile is configured with the same mobile number or email. When you click the desired profile of the account, you will be logged into the portal and redirected to the authorized dashboard or landing page.



- If only one account is associated with the mobile number or email, you will be logged into the portal directly

Competency Portal | Dashboard

Ram D DIRECTOR TEST 1

Passport

- Behavioral
- Domain
- Functional

All Certificates

No certificate data available

View All

ALL Requests

Train. Nomin. UpSkills PreApproved FRAC Admin Reqs.

Financial awareness 26 Dec 2025 • National Communications Academy - Finance, Ghitorni Upcoming

Self-knowledge 24 Dec 2025 • National Communications Academy - Finance, Ghitorni Ongoing

Upcoming Trainings

Financial awareness 26 Dec 2025 - 26 Dec 2025 • National Communications Academy - Finance, Ghitorni (Online) Upcoming

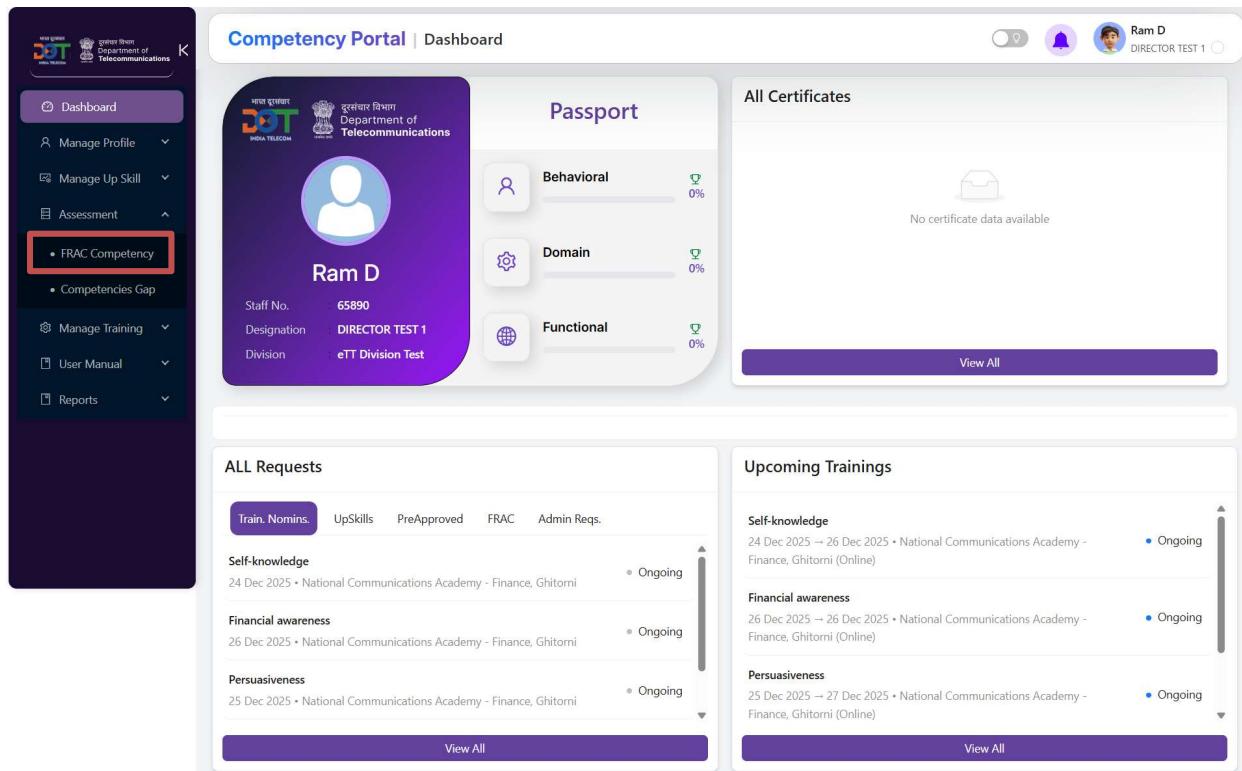
Self-knowledge 24 Dec 2025 - 26 Dec 2025 • National Communications Academy - Finance, Ghitorni (Online) Ongoing

View All

4.2 Assessment (FRAC Assessment)

4.2.1 Individual Officer shall submit the FRAC Assessment to the Nodal Admin (Reporting Officer) for approval.

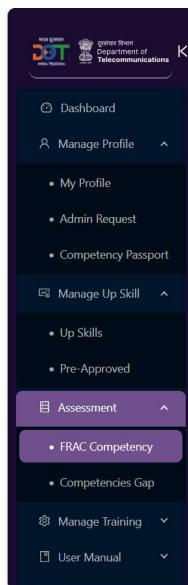
- Click on FRAC Competency under the Assessment menu.



The screenshot displays the Competency Portal Dashboard. On the left, a sidebar menu is visible with various options: Dashboard, Manage Profile, Manage Up Skill, Assessment (with 'FRAC Competency' highlighted in a red box), Manage Training, User Manual, and Reports. The main dashboard area shows a profile card for 'Ram D' with staff number 65890, designation DIRECTOR TEST 1, and division eTT Division Test. Below the profile card, there are three progress bars under the 'Passport' section: Behavioral (0%), Domain (0%), and Functional (0%). To the right, there is a section titled 'All Certificates' with a message stating 'No certificate data available' and a 'View All' button. At the bottom, there are two sections: 'ALL Requests' and 'Upcoming Trainings'. The 'ALL Requests' section shows three items: 'Self-knowledge' (24 Dec 2025 - National Communications Academy - Finance, Ghitorni), 'Financial awareness' (26 Dec 2025 - National Communications Academy - Finance, Ghitorni), and 'Persuasiveness' (25 Dec 2025 - National Communications Academy - Finance, Ghitorni). The 'Upcoming Trainings' section shows three items: 'Self-knowledge' (24 Dec 2025 - 26 Dec 2025 - National Communications Academy - Finance, Ghitorni), 'Financial awareness' (26 Dec 2025 - 26 Dec 2025 - National Communications Academy - Finance, Ghitorni), and 'Persuasiveness' (25 Dec 2025 - 27 Dec 2025 - National Communications Academy - Finance, Ghitorni). Each training item has an 'Ongoing' status indicator.

- The system will display the FRAC Competency screen. This screen shows the Logged-in Officer's Profile Details, Required Competencies for Designation, Acquiring Competencies for Designation, Manually Add Other Competencies and Request Lists.

Portal: Competency Portal



User Manual: FRAC Assessment

Profile Details

Division eTT Division Test	Location Delhi	Designation DIRECTOR TEST 1	Officer Name Ram D
Email ramd@gmail.com	Mobile Number 8989626589	Category GENERAL	Staff No 65890
Cadre ITS	Level Of Officer Level 14	Batch 2020	Date Of Joining 2020-01-01
To Date 2055-12-31			

Required Competencies for Designation (DIRECTOR TEST 1)

Sr.	Type	Code	Name	Level	Action
1	Domain	90	Audit Rules and Procedures (Technology, Security)	L1 (Basic)	+
2	Domain	91	Captive Network Assignment	L2 (Inte...)	+
3	Domain	134	Allocation/Transaction of Business Rules	L1 (Basic)	+
4	Domain	169	Basics of Legal process including Preparation of parawise comments/Affidavit etc, LIMBS	L3 (Adv...)	+
5	Functional	210	Administration and Establishment		+

Acquiring Competencies for Designation (DIRECTOR TEST 1)

Sr.	Code	Type	Name	Level	Action
No data					

+ Manually Add Other Competencies

Supportive Documents

Justification / Comments * ⓘ

Please enter your justification (letters, numbers, and spaces only)

Enter your comments or justification here...

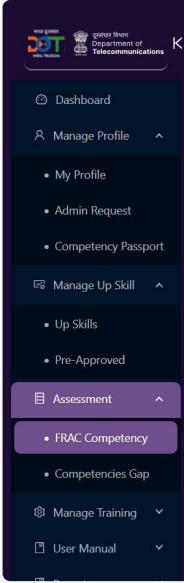
Request Lists

Sr.	Division	Location	Designation	Document	Requested At	Remark	Reply Date	Status	View Details	Action
No data										

➤ To add the competency to the list of Acquiring Competencies for Designation, click the “+” icon corresponding to the desired competency under Required Competencies for

Portal: Competency Portal

Designation. Additionally, the user can search competencies by name, apply filters for Acquired or Competency Gap.



Competency Portal | FRAC Competency

Profile Details
Switch
Notification Bell
Ram D
DIRECTOR TEST 1

Division eTT Division Test	Location Delhi	Designation DIRECTOR TEST 1	Officer Name Ram D
Email ramd@gmail.com	Mobile Number 8989626589	Category GENERAL	Staff No 65890
Cadre ITS	Level Of Officer Level 14	Batch 2020	Date Of Joining 2020-01-01
To Date 2055-12-31			

Required Competencies for Designation (DIRECTOR TEST 1)

● Acquired ● Competency Gaps

Sr.	Type	Code	Name	Level	Action
1	Domain	90	Audit Rules and Procedures (Technology, Security)	L1 (Basic)	+
2	Domain	91	Captive Network Assignment	L2 (Inte...)	+
3	Domain	134	Allocation/Transaction of Business Rules	L1 (Basic)	+
4	Domain	169	Basics of Legal process including Preparation of parwaise comments/Affidavit etc, LIMBS	L3 (Adv...)	+
5	Functional	210	Administration and Establishment		+

1 2 3 > 5 / page

Acquiring Competencies for Designation (DIRECTOR TEST 1)

+ Manually Add Other Competencies

Sr.	Code	Type	Name	Level	Action
No data					

Supportive Documents

Upload PDF (Max 10MB)

Justification / Comments * *

Please enter your justification (letters, numbers, and spaces only)

Enter your comments or justification here...

Submit Request

Request Lists

Sr.	Division	Location	Designation	Document	Requested At	Remark	Reply Date	Status	View Details	Action
No data										

11 | Page

Portal: Competency Portal

- The added (selected) competency will appear under Acquiring Competencies for Designation.

User Manual: FRAC Assessment

Competency Portal | FRAC Competency

Profile Details

Division eTT Division Test	Location Delhi	Designation DIRECTOR TEST 1	Officer Name Ram D
Email ramd@gmail.com	Mobile Number 8989626589	Category GENERAL	Staff No 65890
Cadre ITS	Level Of Officer Level 14	Batch 2020	Date Of Joining 2020-01-01
To Date 2055-12-31			

Required Competencies for Designation (DIRECTOR TEST 1)

Sr.	Type	Code	Name	Level	Action
11	Functional	213	Asset Lifecycle Management	L1 (Basic)	+
12	Functional	214	Audit and Assurance	L2 (Intermedi)	+
13	Functional	275	Audit Manual	L1 (Basic)	+
14	Behavioral	343	Adaptability and Flexibility	L2 (Intermedi)	+
15	Behavioral	345	Collaboration and Coordination	L1 (Basic)	+

Acquiring Competencies for Designation (DIRECTOR TEST 1)

Sr.	Code	Type	Name	Level
11	90	Domain	Audit Rules and Procedures (Technology, Security)	L1 (Basic)
12	91	Domain	Captive Network Assignment	L2 (Intermedi)
13	134	Domain	Allocation/Transaction of Business Rules	L1 (Basic)
14	210	Functional	Administration and Establishment	L2 (Intermedi)
15	213	Functional	Asset Lifecycle Management	L1 (Basic)
16	214	Functional	Audit and Assurance	L2 (Intermedi)
17	343	Behavioral	Adaptability and Flexibility	L2 (Intermedi)
18	346	Behavioral	Communication Skills	L1 (Basic)

Supportive Documents

Upload PDF (Max 10MB)

Justification / Comments * ⓘ

Please enter your justification (letters, numbers, and spaces only)

Enter your comments or justification here...

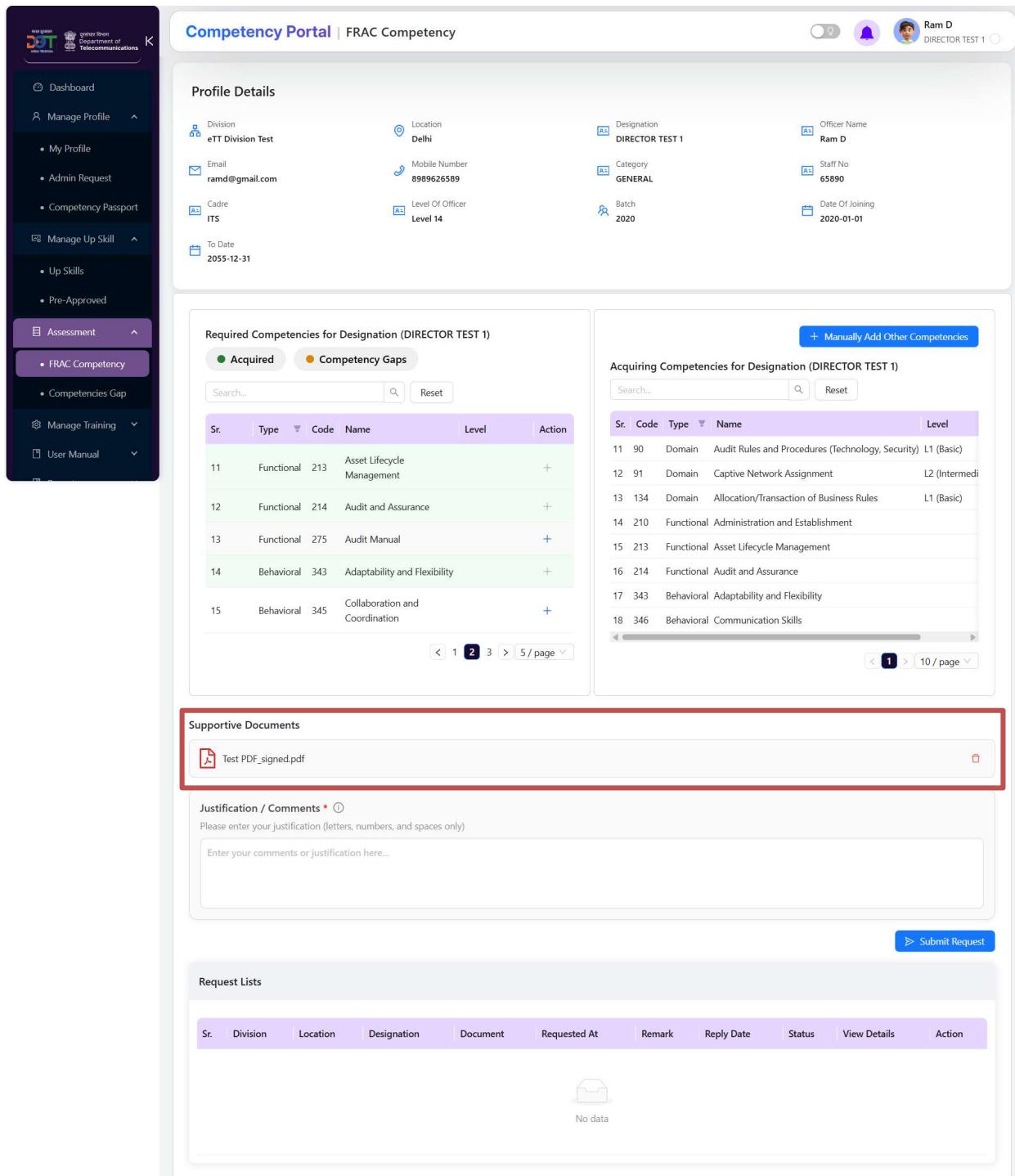
Submit Request

Request Lists

Sr.	Division	Location	Designation	Document	Requested At	Remark	Reply Date	Status	View Details	Action
No data										

Portal: Competency Portal

- Upload any Supporting Documents.



The screenshot displays the Competency Portal interface for FRAC Competency. The top navigation bar shows the title "Competency Portal | FRAC Competency" and a user profile for "Ram D" (DIRECTOR TEST 1). The left sidebar menu includes sections for Dashboard, Manage Profile, Manage Up Skill, Assessment (selected), Manage Training, and User Manual. The "Assessment" section is expanded, showing "FRAC Competency" and "Competencies Gap".

Profile Details:

Division: eTT Division Test	Location: Delhi	Designation: DIRECTOR TEST 1	Officer Name: Ram D
Email: ramd@gmail.com	Mobile Number: 8989626589	Category: GENERAL	Staff No: 65890
Cadre: ITS	Level Of Officer: Level 14	Batch: 2020	Date Of Joining: 2020-01-01
To Date: 2055-12-31			

Required Competencies for Designation (DIRECTOR TEST 1):

Sr.	Type	Code	Name	Level	Action
11	Functional	213	Asset Lifecycle Management	+	
12	Functional	214	Audit and Assurance	+	
13	Functional	275	Audit Manual	+	
14	Behavioral	343	Adaptability and Flexibility	+	
15	Behavioral	345	Collaboration and Coordination	+	

Acquiring Competencies for Designation (DIRECTOR TEST 1):

Sr.	Code	Type	Name	Level
11	90	Domain	Audit Rules and Procedures (Technology, Security)	L1 (Basic)
12	91	Domain	Captive Network Assignment	L2 (Intermedi)
13	134	Domain	Allocation/Transaction of Business Rules	L1 (Basic)
14	210	Functional	Administration and Establishment	
15	213	Functional	Asset Lifecycle Management	
16	214	Functional	Audit and Assurance	
17	343	Behavioral	Adaptability and Flexibility	
18	346	Behavioral	Communication Skills	

Supportive Documents:

Test PDF_signed.pdf

Justification / Comments * ①

Please enter your justification (letters, numbers, and spaces only)

Enter your comments or justification here...

Request Lists:

Sr.	Division	Location	Designation	Document	Requested At	Remark	Reply Date	Status	View Details	Action
No data										

- Enter the Justification/Remarks

User Manual: FRAC Assessment

Portal: Competency Portal

The screenshot shows the Competency Portal interface. On the left is a sidebar with navigation links for Dashboard, Manage Profile, Manage Up Skill, Assessment (selected), FRAC Competency, Competencies Gap, Manage Training, and User Manual. The main content area shows Profile Details (Division: eTT Division Test, Location: Delhi, Designation: DIRECTOR TEST 1, etc.), Required Competencies for Designation (with 15 items listed), and Request Lists (empty). A red box highlights the Justification / Comments field, which contains the text "I am competent in the selected or added competencies in the list".

User Manual: FRAC Assessment

Competency Portal | FRAC Competency

Profile Details

Division	eTT Division Test	Location	Delhi
Email	ramd@gmail.com	Mobile Number	8989626589
Cadre	ITS	Level Of Officer	Level 14
To Date	2055-12-31	Batch	2020
Designation	DIRECTOR TEST 1	Category	GENERAL
Officer Name	Ram D	Staff No	65890
Date Of Joining	2020-01-01		

Required Competencies for Designation (DIRECTOR TEST 1)

Acquired		Competency Gaps			
<input placeholder="Search..." type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>					
Sr.	Type	Code	Name	Level	Action
11	Functional	213	Asset Lifecycle Management	+	
12	Functional	214	Audit and Assurance	+	
13	Functional	275	Audit Manual	+	
14	Behavioral	343	Adaptability and Flexibility	+	
15	Behavioral	345	Collaboration and Coordination	+	

Acquiring Competencies for Designation (DIRECTOR TEST 1)

Sr.	Code	Type	Name	Level
11	90	Domain	Audit Rules and Procedures (Technology, Security)	L1 (Basic)
12	91	Domain	Captive Network Assignment	L2 (Intermediate)
13	134	Domain	Allocation/Transaction of Business Rules	L1 (Basic)
14	210	Functional	Administration and Establishment	
15	213	Functional	Asset Lifecycle Management	
16	214	Functional	Audit and Assurance	
17	343	Behavioral	Adaptability and Flexibility	
18	346	Behavioral	Communication Skills	

Supportive Documents

Justification / Comments * ⓘ
Please enter your justification (letters, numbers, and spaces only)

I am competent in the selected or added competencies in the list

Request Lists

Sr.	Division	Location	Designation	Document	Requested At	Remark	Reply Date	Status	View Details	Action
No data										

➤ Click the Submit Request button

14 | Page

Portal: Competency Portal

Profile Details

Division	eTT Division Test	Location	Delhi
Email	ramd@gmail.com	Mobile Number	8989626589
Cadre	ITS	Level Of Officer	Level 14
To Date	2055-12-31	Designation	DIRECTOR TEST 1
		Category	GENERAL
		Batch	2020
		Officer Name	Ram D
		Staff No	65890
		Date Of Joining	2020-01-01

Required Competencies for Designation (DIRECTOR TEST 1)

Sr.	Type	Code	Name	Level	Action
11	Functional	213	Asset Lifecycle Management	+	
12	Functional	214	Audit and Assurance	+	
13	Functional	275	Audit Manual	+	
14	Behavioral	343	Adaptability and Flexibility	+	
15	Behavioral	345	Collaboration and Coordination	+	

Acquiring Competencies for Designation (DIRECTOR TEST 1)

Sr.	Code	Type	Name	Level
11	90	Domain	Audit Rules and Procedures (Technology, Security)	L1 (Basic)
12	91	Domain	Captive Network Assignment	L2 (Intermediate)
13	134	Domain	Allocation/Transaction of Business Rules	L1 (Basic)
14	210	Functional	Administration and Establishment	
15	213	Functional	Asset Lifecycle Management	
16	214	Functional	Audit and Assurance	
17	343	Behavioral	Adaptability and Flexibility	
18	346	Behavioral	Communication Skills	

Supportive Documents

Upload PDF (Max 10MB)

Justification / Comments * ⓘ

Please enter your justification (letters, numbers, and spaces only)

I am competent in the selected or added competencies in the list

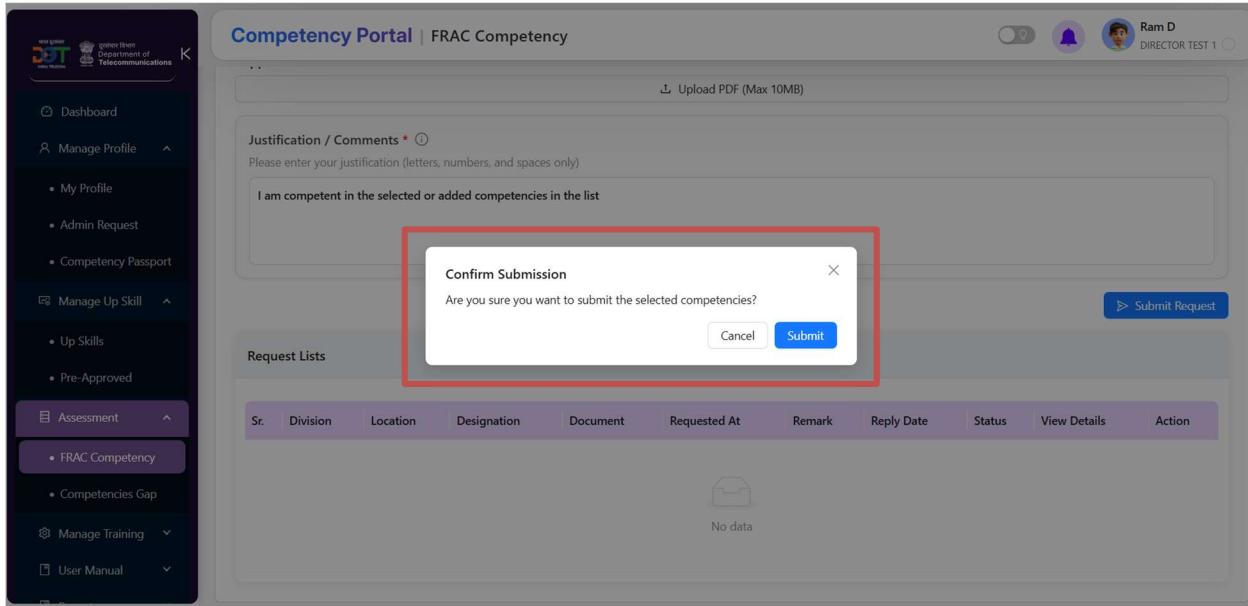
Request Lists

Sr.	Division	Location	Designation	Document	Requested At	Remark	Reply Date	Status	View Details	Action
No data										

User Manual: FRAC Assessment

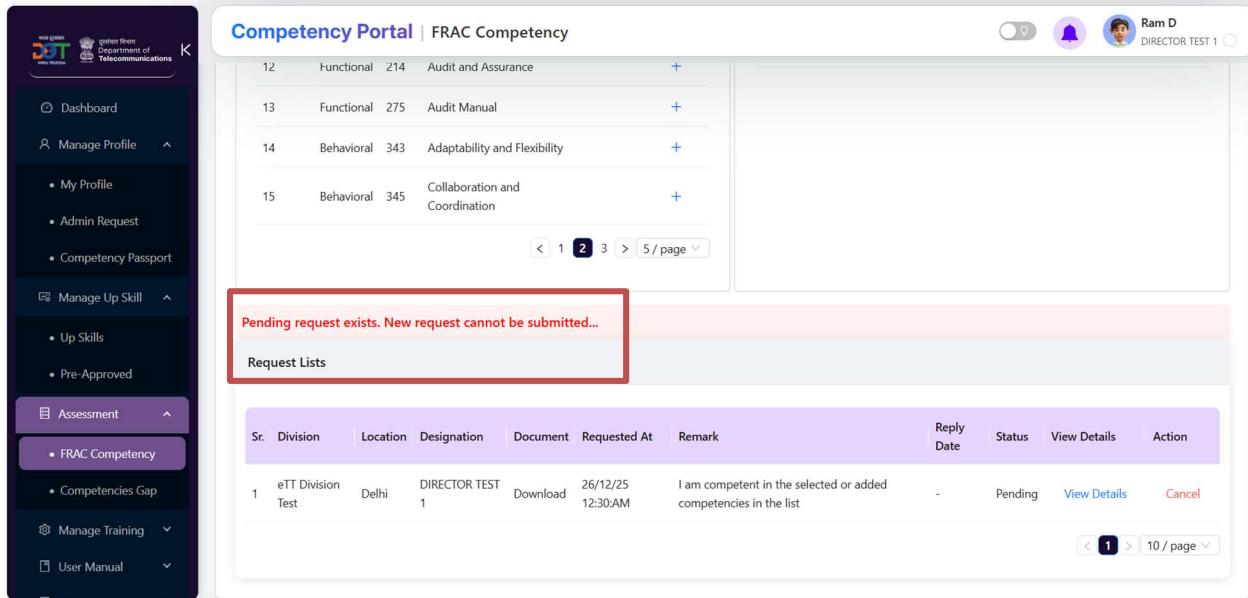
Click Submit button to confirm the submitting of the FRAC assessment.

15 | Page



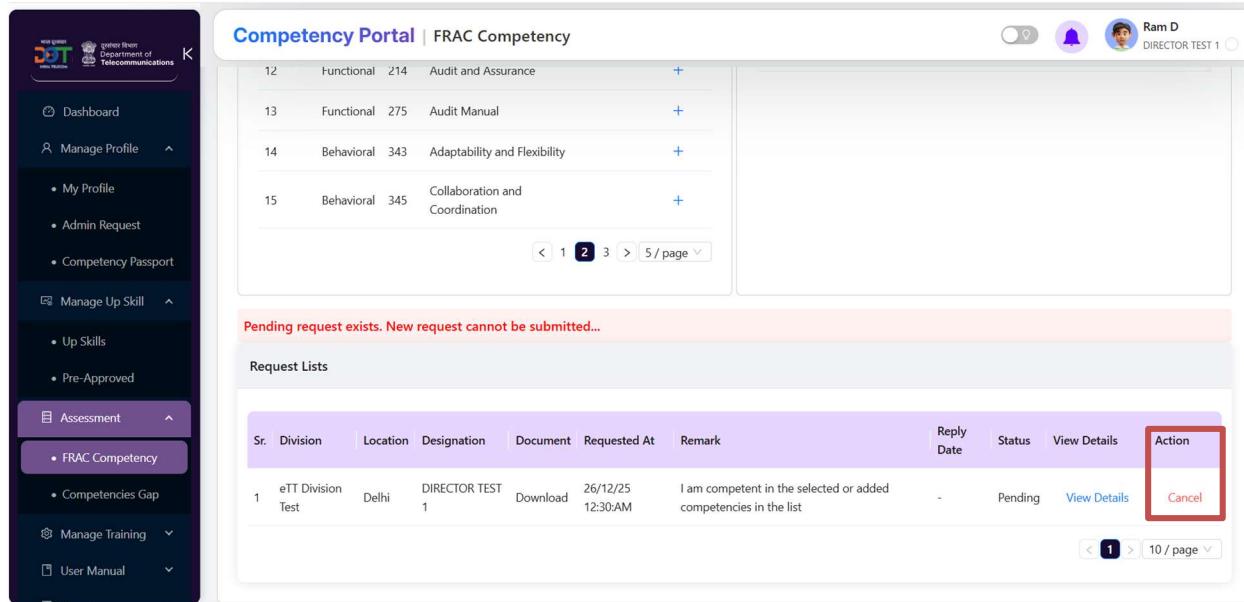
The screenshot shows the Competency Portal interface. On the left is a dark sidebar with various navigation options. The main area is titled 'Competency Portal | FRAC Competency'. It includes a text input for 'Justification / Comments' and a button to 'Upload PDF (Max 10MB)'. Below this is a text area containing the text 'I am competent in the selected or added competencies in the list'. A 'Request Lists' table is present, showing one row with a document icon and the text 'No data'. A modal dialog box in the center is titled 'Confirm Submission' and contains the question 'Are you sure you want to submit the selected competencies?'. It has 'Cancel' and 'Submit' buttons, with 'Submit' being the active button.

- The submitted request will be displayed in the Request List. The officer cannot submit a new assessment while a pending request exists.



The screenshot shows the Competency Portal interface. The left sidebar is identical to the previous screenshot. The main area shows a table of competency details with four rows. Below this is a message box with the text 'Pending request exists. New request cannot be submitted...'. A 'Request Lists' table is shown, containing one row with a document icon, the text 'No data', and a 'Pending' status. The table has columns for Sr., Division, Location, Designation, Document, Requested At, Remark, Reply Date, Status, View Details, and Action.

- The officer can Withdraw or cancel the submitted FRAC assessment by clicking the Cancel button only if the Nodal Admin Reporting Officer has not taken any action on the request



The screenshot shows the Competency Portal interface. On the left is a sidebar with navigation options: Dashboard, Manage Profile, Manage Up Skill, Assessment (selected), Competencies Gap, Manage Training, User Manual, and Reports. Under Assessment, FRAC Competency is selected. The main content area displays a table of FRAC Competencies:

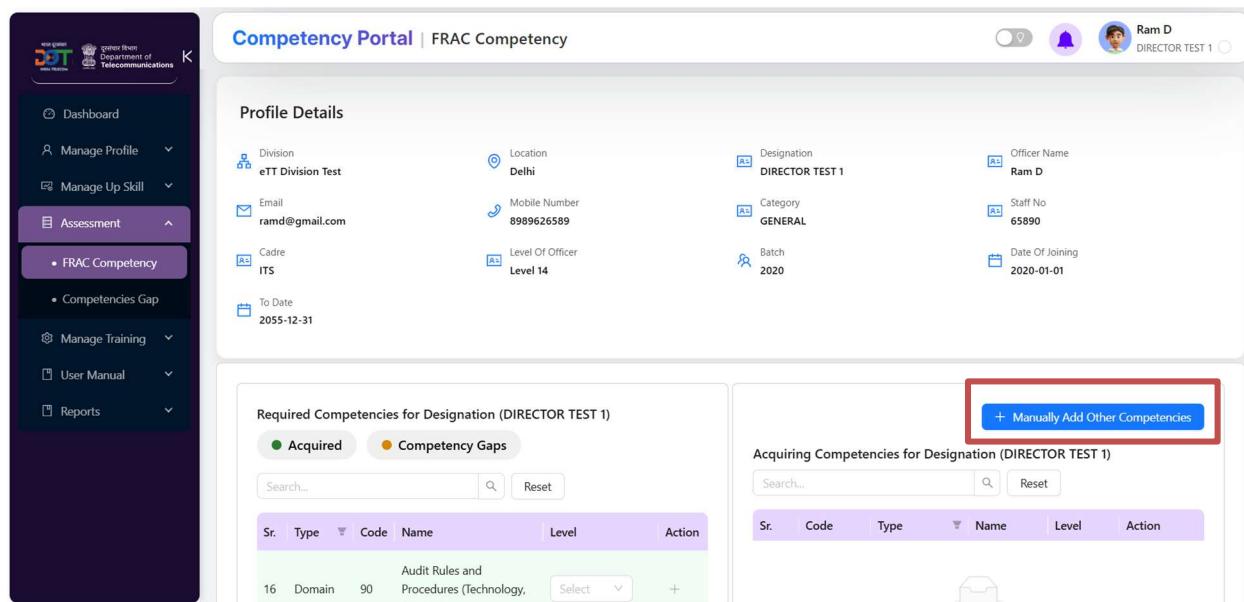
Sr.	Type	Code	Name	Level	Action
12	Functional	214	Audit and Assurance		+
13	Functional	275	Audit Manual		+
14	Behavioral	343	Adaptability and Flexibility		+
15	Behavioral	345	Collaboration and Coordination		+

Below the table, a message says: "Pending request exists. New request cannot be submitted...". A "Request Lists" section shows a table of pending requests:

Sr.	Division	Location	Designation	Document	Requested At	Remark	Reply Date	Status	Action
1	eTT Division Test	Delhi	DIRECTOR TEST 1	Download	26/12/25 12:30:AM	I am competent in the selected or added competencies in the list	-	Pending	View Details Cancel

➤ Alternatively, click on Manually Add Other Competencies. The Manually Add Competency screen will appear.

- From this screen, click the “+” icon corresponding to the desired competency under Available Competencies.
- The added competency will appear in the Selected Competencies section.
- Upload any Supporting Documents, enter the Justification/Remarks, and click Submit.



The screenshot shows the Competency Portal interface. On the left is a sidebar with navigation options: Dashboard, Manage Profile, Manage Up Skill, Assessment (selected), Competencies Gap, Manage Training, User Manual, and Reports. Under Assessment, FRAC Competency is selected. The main content area displays "Profile Details" and "Required Competencies for Designation (DIRECTOR TEST 1)".

Profile Details:

Division: eTT Division Test	Location: Delhi	Designation: DIRECTOR TEST 1	Officer Name: Ram D
Email: ramd@gmail.com	Mobile Number: 8989626589	Category: GENERAL	Staff No: 65890
Cadre: ITS	Level Of Officer: Level 14	Batch: 2020	Date Of Joining: 2020-01-01
To Date: 2055-12-31			

Required Competencies for Designation (DIRECTOR TEST 1):

Acquired (green dot) and Competency Gaps (orange dot) are shown. A search bar and a "Reset" button are available. A table lists competencies:

Sr.	Type	Code	Name	Level	Action
16	Domain	90	Audit Rules and Procedures (Technology, <i>Corruption</i>)	Select	+

Acquiring Competencies for Designation (DIRECTOR TEST 1):

A "Manually Add Other Competencies" button is highlighted with a red box. A search bar and a "Reset" button are available. A table lists competencies:

Sr.	Code	Type	Name	Level	Action

Sr.	Code	Type	Name	Level	Action
1	365	Behavioral	Ownership and Accountability		
2	364	Behavioral	Customer/ Citizen Centricity		
3	363	Behavioral	Organizational Awareness		
4	362	Behavioral	Openness and Integrity		
5	361	Behavioral	Networking Skills		

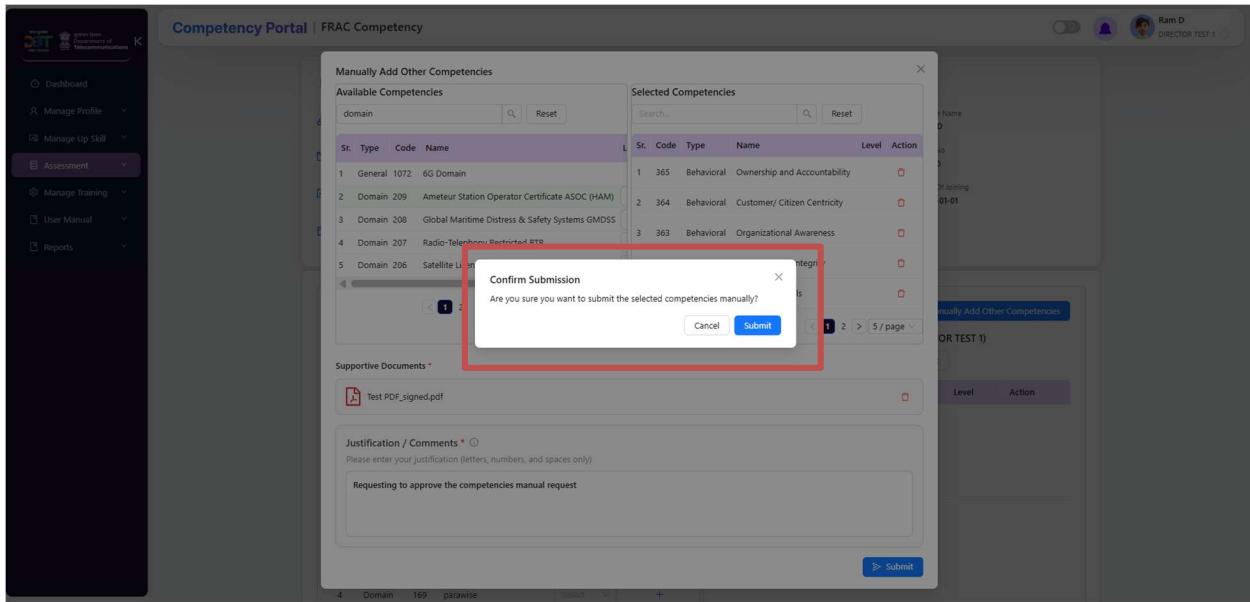
Supportive Documents *

Justification / Comments * ⓘ

Please enter your justification (letters, numbers, and spaces only)

Requesting to approve the competencies manual request

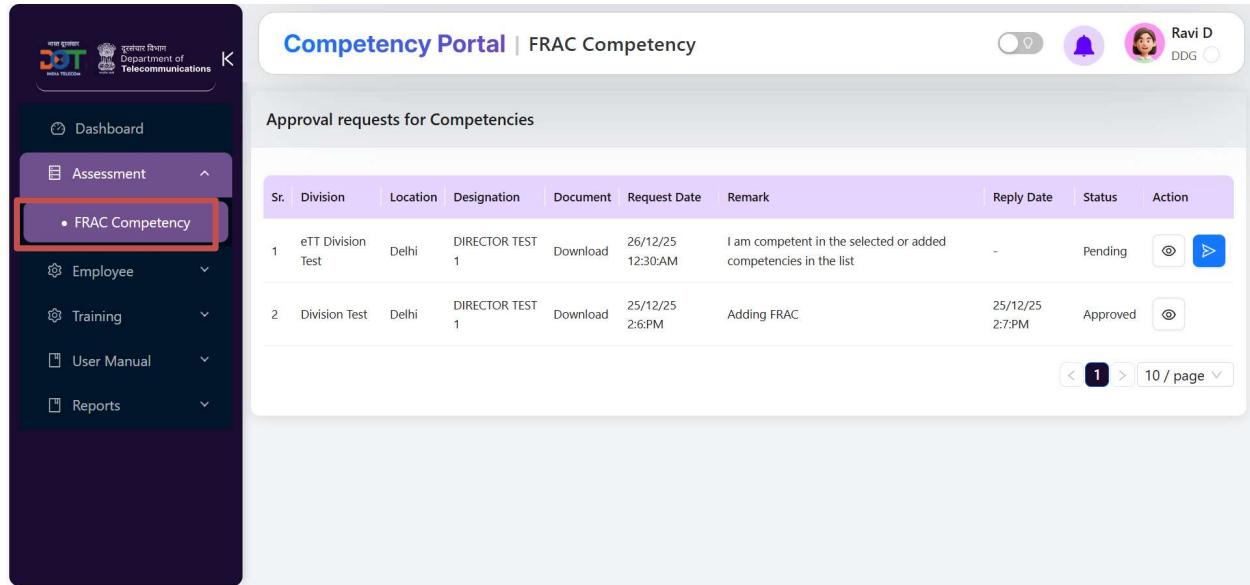
Go-Submit



- The request will be submitted to the Nodal Admin (Reporting Officer) for review and approval.

4.2.2 Nodal Admin (Reporting Officer) shall review the FRAC Assessment and take appropriate action.

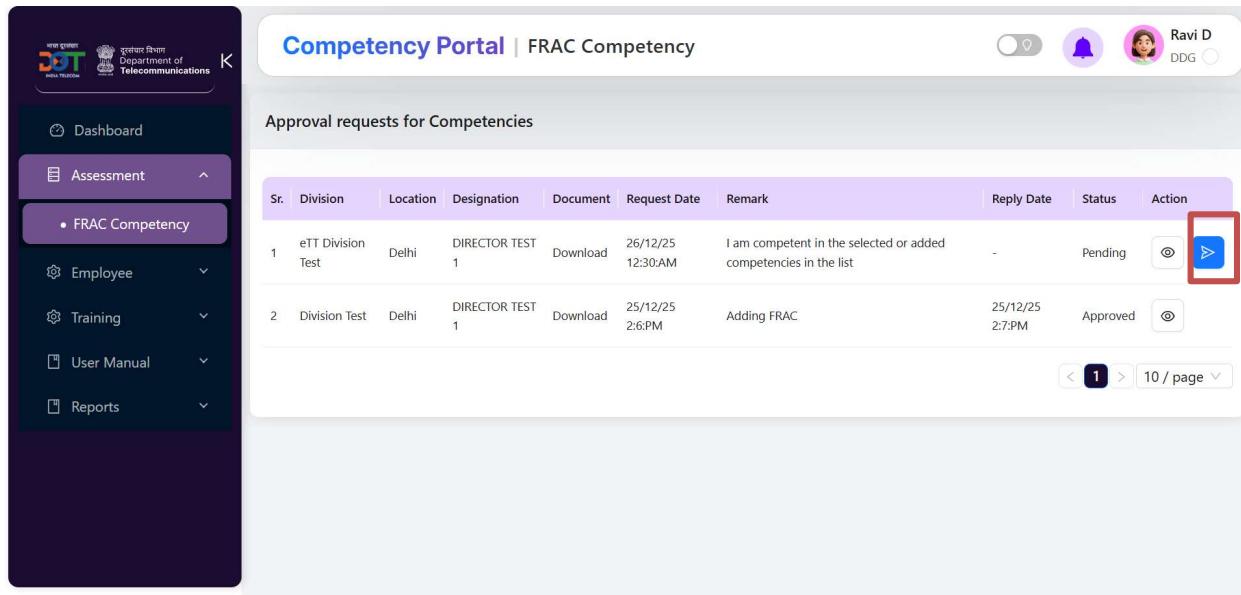
- Click on FRAC Competency under the Assessment menu.



Portal: Competency Portal

User Manual: FRAC Assessment

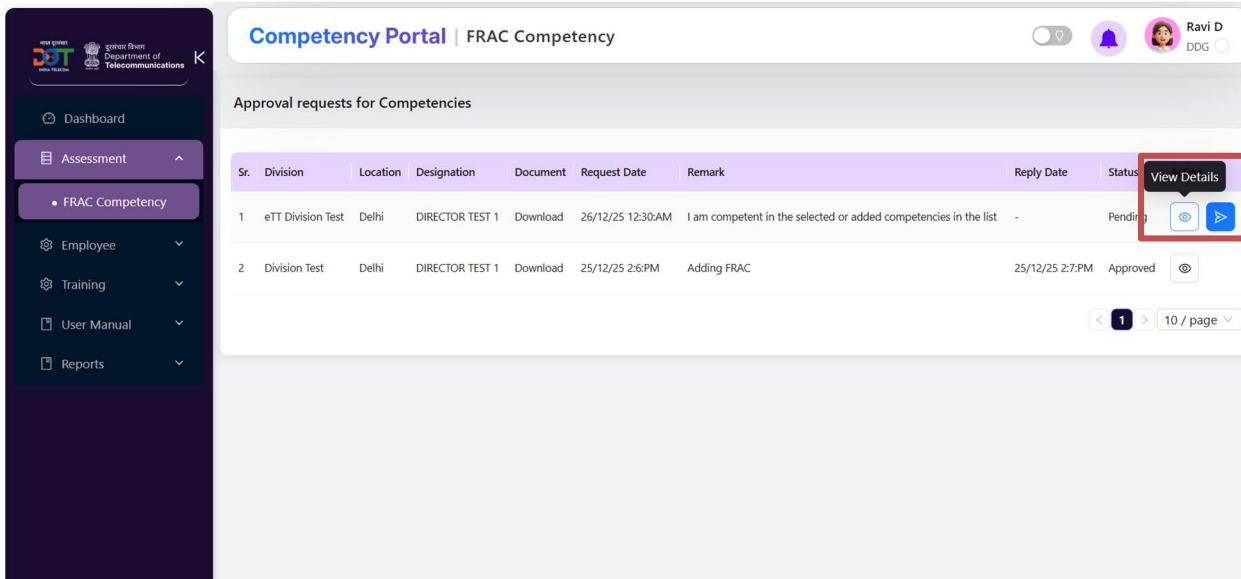
➤ Select any one FRAC assessment request. For requests that are pending for action, the Take Action icon will be visible under the Action column.



The screenshot shows the Competency Portal interface. The left sidebar has a dark theme with the following navigation items: Dashboard, Assessment (selected), FRAC Competency (highlighted), Employee, Training, User Manual, and Reports. The main content area is titled 'Competency Portal | FRAC Competency' and shows a table of 'Approval requests for Competencies'. The table has columns: Sr., Division, Location, Designation, Document, Request Date, Remark, Reply Date, Status, and Action. Two rows are listed: Row 1 (Status: Pending) and Row 2 (Status: Approved). The 'Action' column for Row 1 is highlighted with a red box. The bottom right of the table shows pagination: 1 / 10 / page.

Sr.	Division	Location	Designation	Document	Request Date	Remark	Reply Date	Status	Action
1	eTT Division Test	Delhi	DIRECTOR TEST 1	Download	26/12/25 12:30:AM	I am competent in the selected or added competencies in the list	-	Pending	 
2	Division Test	Delhi	DIRECTOR TEST 1	Download	25/12/25 2:6:PM	Adding FRAC	25/12/25 2:7:PM	Approved	

➤ Click on the view details icon under the Action button to view the competencies details

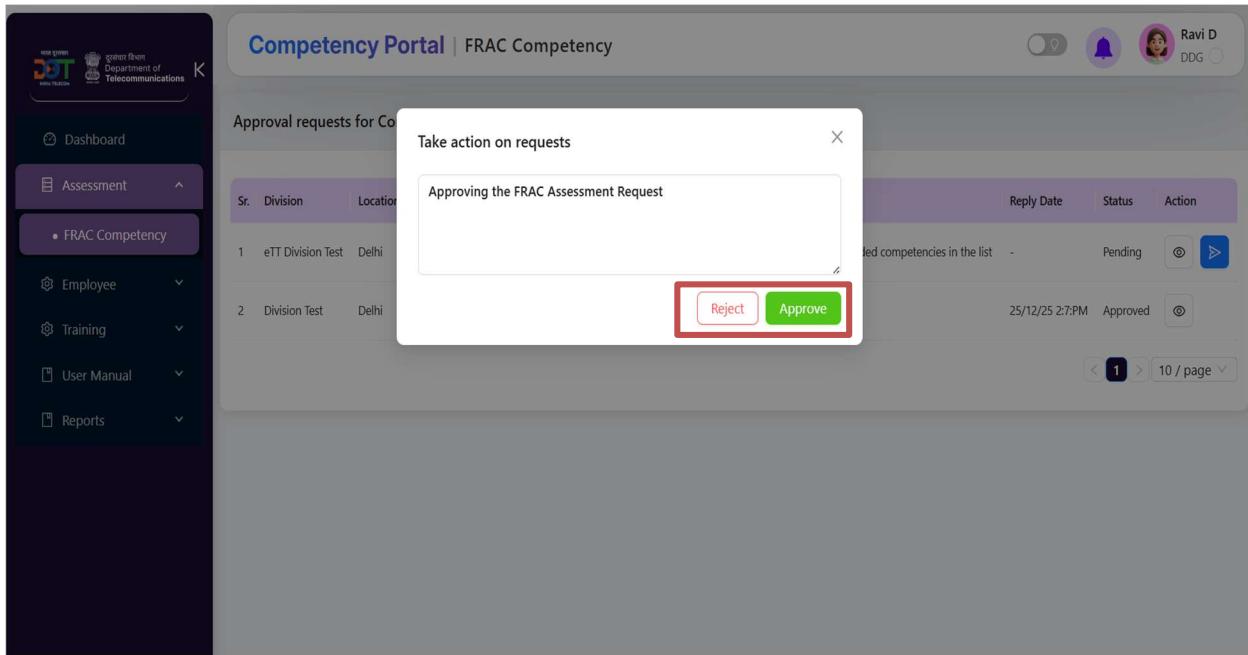


The screenshot shows the Competency Portal interface, similar to the previous one but with a different focus. The 'View Details' icon in the 'Action' column for the first row is highlighted with a red box. The rest of the interface and data are identical to the first screenshot.

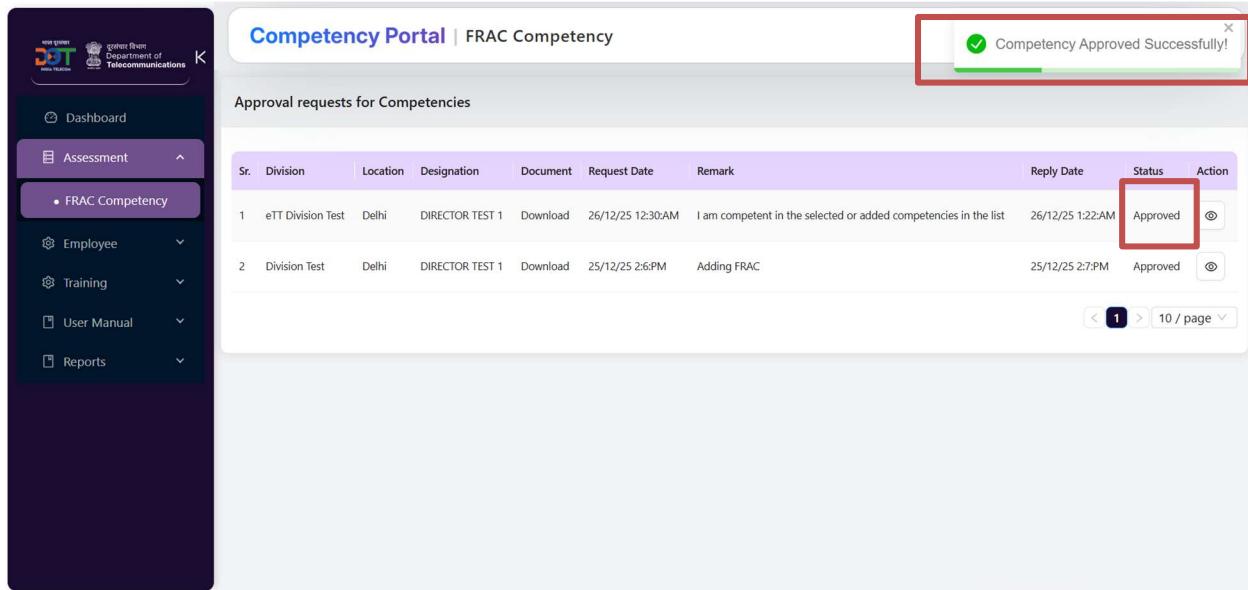
Sr.	Division	Location	Designation	Document	Request Date	Remark	Reply Date	Status	Action
1	eTT Division Test	Delhi	DIRECTOR TEST 1	Download	26/12/25 12:30:AM	I am competent in the selected or added competencies in the list	-	Pending	 
2	Division Test	Delhi	DIRECTOR TEST 1	Download	25/12/25 2:6:PM	Adding FRAC	25/12/25 2:7:PM	Approved	

- Click on the Take Action icon under the Action button to appropriate action on the FRAC assessment

- Enter the remarks and take the action: Approve or Reject



- Upon successful approval of the FRAC assessment request, the status will be updated to Approved.



- Additionally, the competencies approved with this FRAC assessment request will be added to the Officer Profile and reflected in the Competency Passport under All Competencies Acquired, updating the Competency Passport accordingly.

Thank You