



User Manual

Profile Management

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**

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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
FY / F.Y.	Financial Year
Gol	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

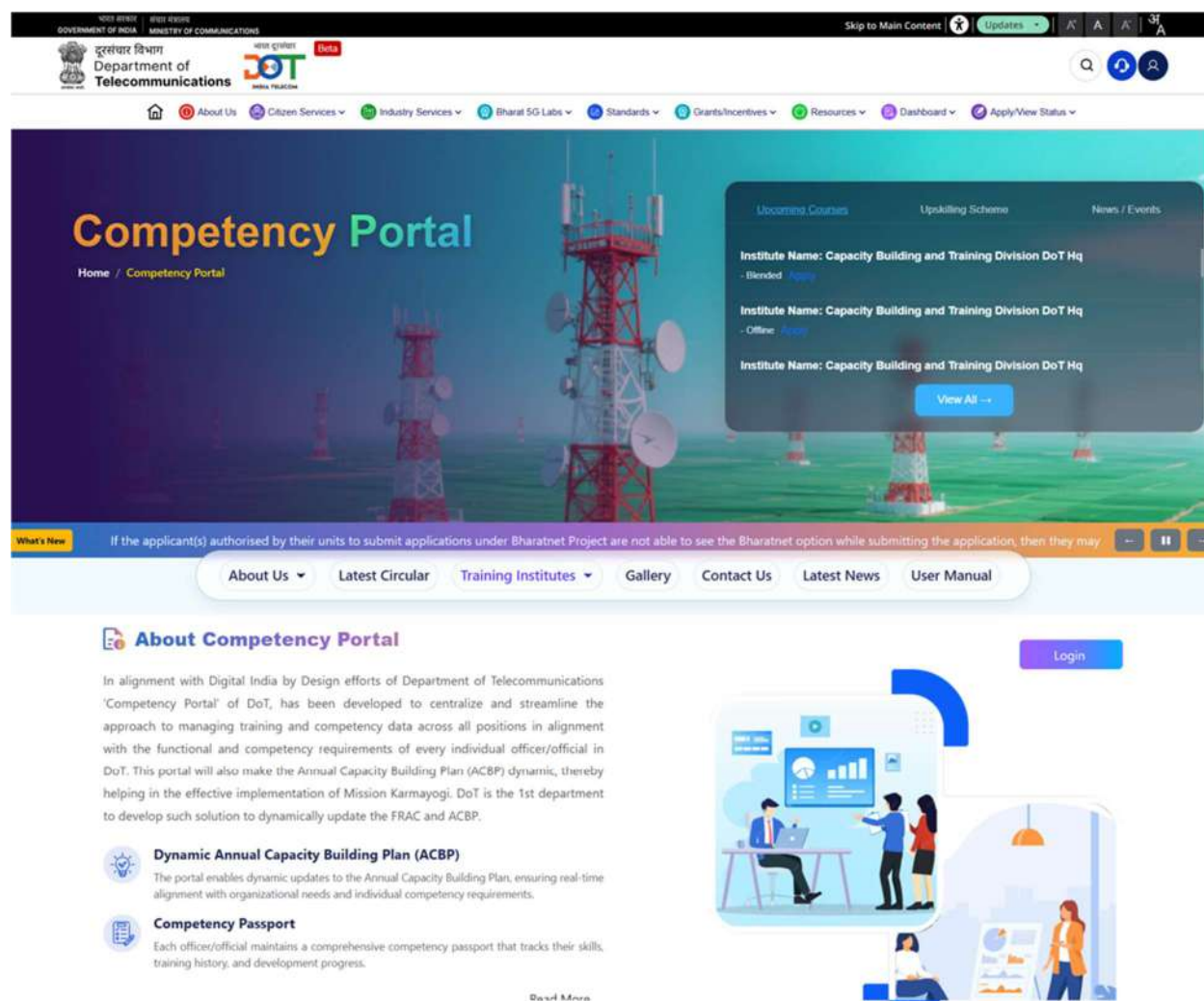
3. Pre-requisite / Pre-conditions

- 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

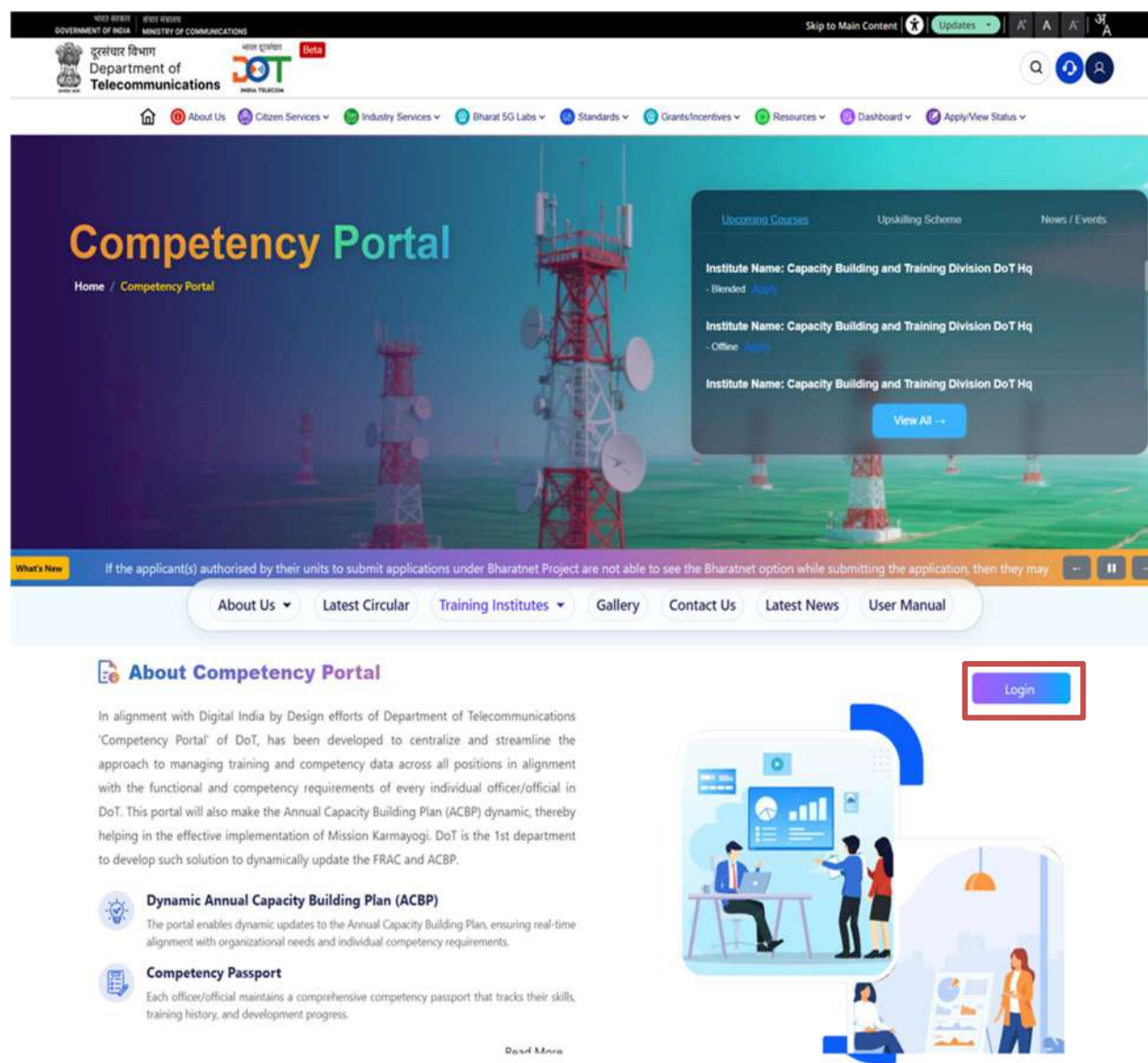
4.1 Login

- 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/>.

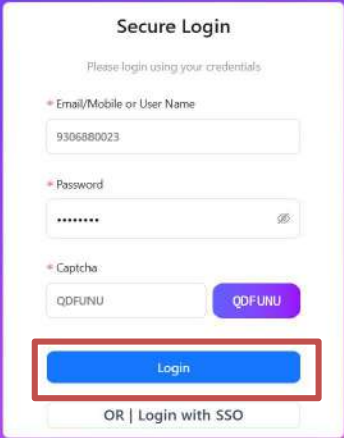


- If the message “This link shall take you to a page outside the website. For any query regarding the content of the linked page, please contact the webmaster of the concerned website.” is displayed, click the OK button.

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



- 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.



Secure Login

Please login using your credentials

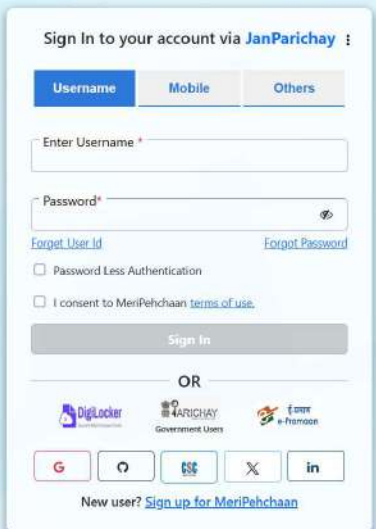
* Email/Mobile or User Name
9306880023

* Password

* Captcha
QDFUNU

Login

OR | Login with SSO



MeriPehchaan
SINGLE SIGN-ON SERVICE

Sign In to your account via JanParichay :

Username | **Mobile** | **Others**

Enter Username *

Password*

[Forgot User Id](#) | [Forgot Password](#)

☐ Password Less Authentication

☐ I consent to MeriPehchaan [terms of use](#).

Sign In

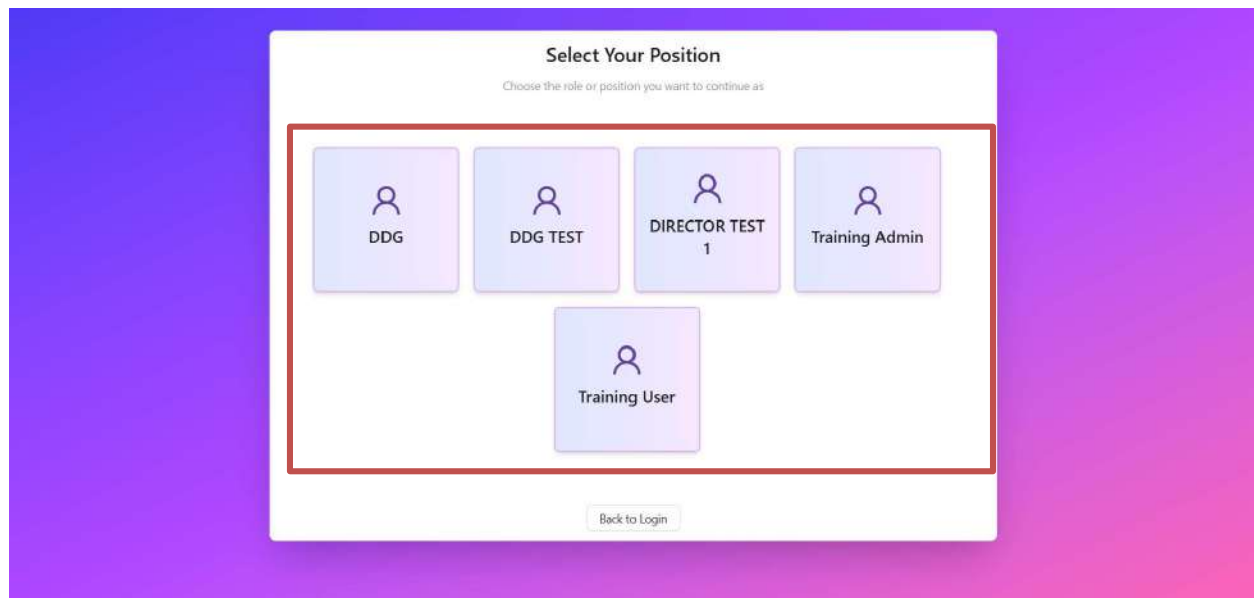
OR

[DigLocker](#) | [ARIGHAY Government Users](#) | [e-Passport](#)

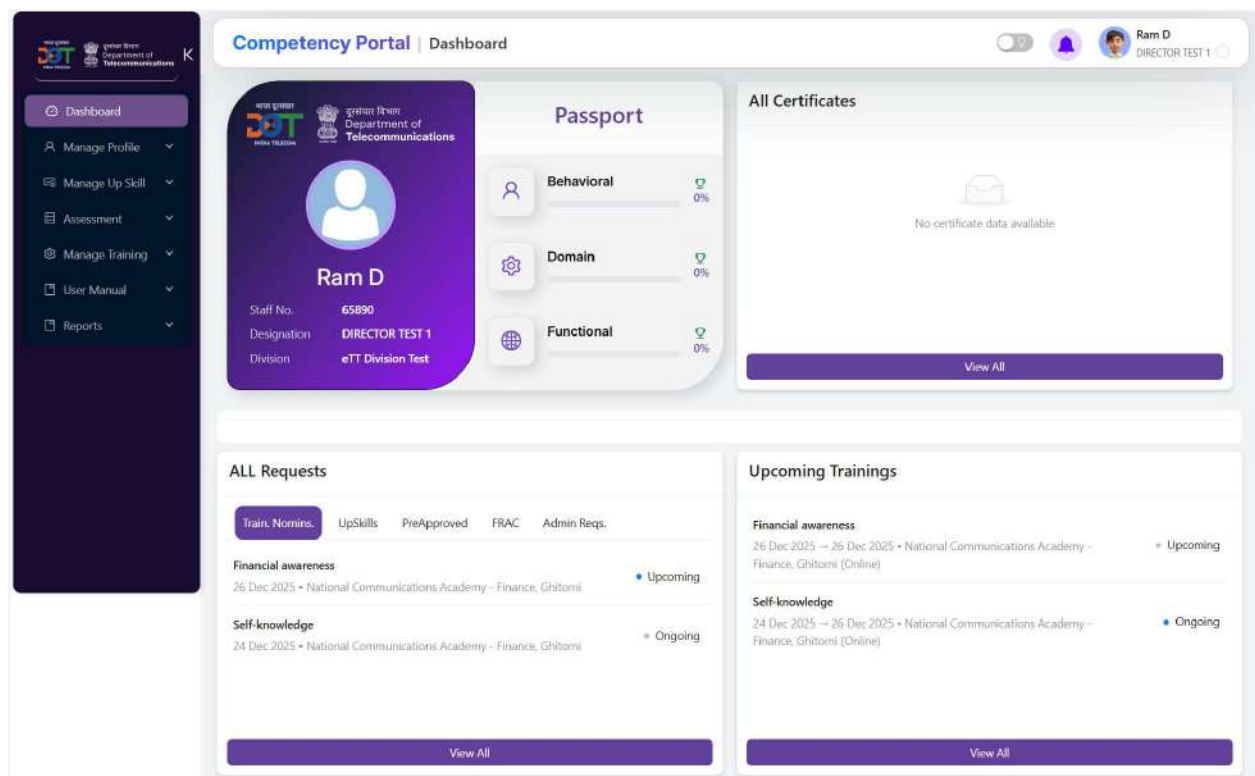
[G](#) | [O](#) | [CSC](#) | [X](#) | [in](#)

New user? [Sign up for MeriPehchaan](#)

- 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

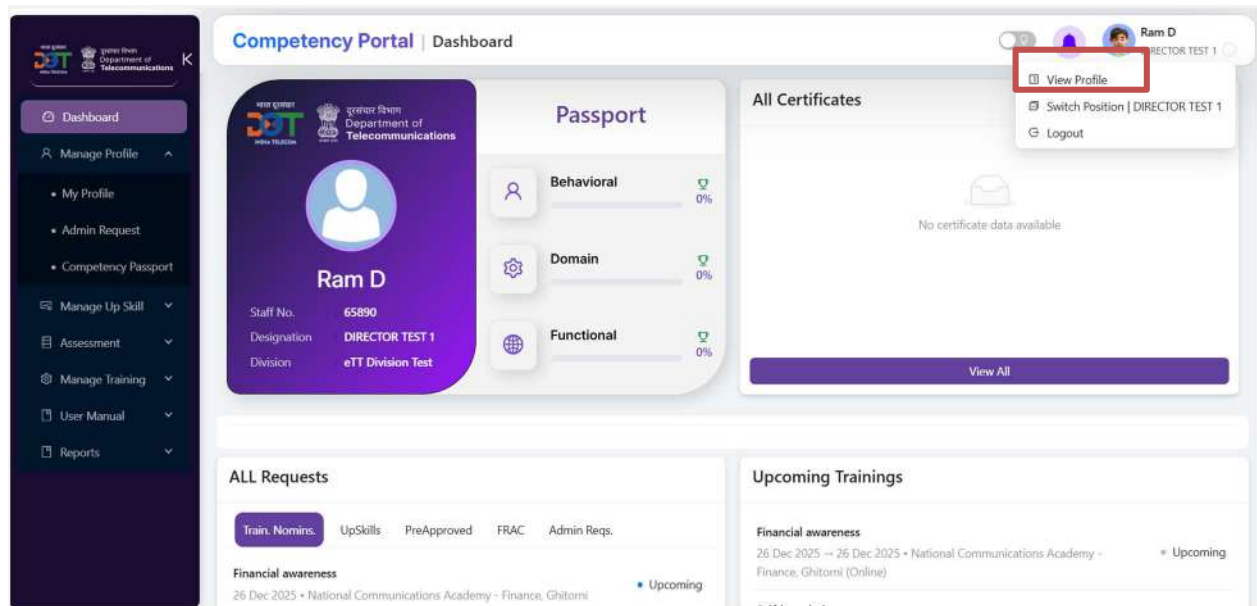


4.2 Manage Profile – Officer

4.2.1 View and Update Profile

- Users can view their full profile details—including My Profile, Area of Interest, Qualifications, Posting Details, Award Publications, Overall Competencies Acquired, List of Overall Training Completed by Officer, Competency Required for Current Position, and Competency Gap of the Officer Against the Current Position—by clicking the Manage Profile – My Profile or View Profile under .

The screenshot displays the 'Competency Portal | Dashboard' interface. On the left is a dark sidebar with navigation links: Dashboard, Manage Profile (expanded), My Profile (highlighted with a red box), Admin Request, Competency Passport (highlighted with a red box), Manage Up Skill, Assessment, Manage Training, User Manual, and Reports. The main content area features a user profile card for 'Ram D' (Staff No. 65890, Designation: DIRECTOR TEST 1, Division: eTT Division Test) with a 'Passport' section showing Behavioral, Domain, and Functional competencies at 0%. To the right is an 'All Certificates' section with a 'View All' button. Below these are two sections: 'ALL Requests' with tabs for Train, Nomins, UpSkills, PreApproved, FRAC, and Admin Reqs., showing 'Financial awareness' (Upcoming) and 'Self-knowledge' (Ongoing); and 'Upcoming Trainings' showing 'Financial awareness' (Upcoming) and 'Self-knowledge' (Ongoing). Each section has a 'View All' button at the bottom.



- Users can update their profile details, such as My Profile, Area of Interest, Qualifications, Posting Details, Award Publications, Training Details and My Competencies from the Profile section.

Competency Portal | My Profile

My Profile [Edit](#)

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

Area of Interests [Add](#)

Sr.	Area of Interest	Action
1.	5G technology trials	Add
2.	Mobile Access Technology	Add
3.	Emerging Technologies - Blockchain	Add

Qualifications [Add](#)

Sr.	Qualifications	Action
1.	Bachelor of Engineering	Add
2.	MBA	Add

Posting Details [Add](#)

Sr.	Department	Location	Start Date	End Date	Action
1.	Access Services	Delhi	1/1/2020	12/31/2022	Add
2.	CB&T Division	Delhi	1/1/2023	4/30/2025	Add

Award Publications [Add](#)

Sr.	Award Publication	Action
1.	Employee of Year	Add
2.	Award by Minister for Outstanding performance	Add

Training Details [Add](#)

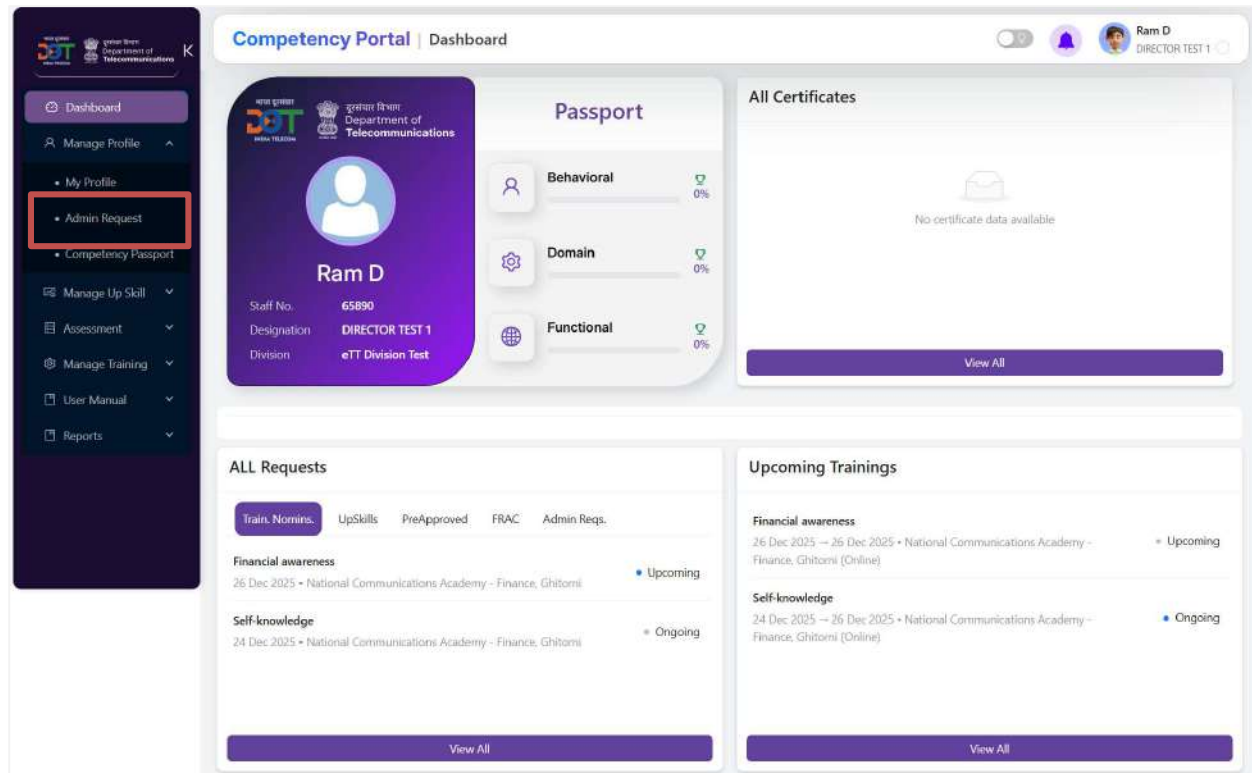
Sr.	Training Details	Action
1.	5G Domain	Add
2.	AI and ML	Add

My Competencies [Add](#)

Sr.	Competency Name	Action
1.	Prompt Engineering	Add
2.	AI	Add
3.	ML	Add
4.	5G	Add

4.2.2 Send Admin Mapping to Nodal Admin

- Click on the "Admin Request" tab under Mange Profile.



- On the Admin Request screen, if an officer is already mapped to a Nodal Admin (Reporting Officer), the details will be displayed in the Nodal Admin Request Details list. Otherwise, officer can initiate and submit a Nodal Mapping request. An officer can be mapped to more than one Nodal Admin (Reporting Officer) if they are working (holding) multiple designations across different divisions (or departments).

Competency Portal | Admin Request

Nodal Admin Request

Information

* Division: Select Division

* Levels of Officers: Select

* Designation: Select Designation

Remark: Enter Remarks

Reset Send Admin Request

Nodal Admin Request Details Export CSV

Search... Reset

Sr.	Request Designation	Nodal Admin Name	Nodal Admin Email	Nodal Mobile	Levels Of Officers	Division Name	Location	Request Date	Com
1	DIRECTOR TEST 1	Ravi D			Level 14	eTT Division Test	Delhi		Nc

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- To initiate the Nodal Admin (Reporting Officer) mapping request, select the Division, Location and Nodal Admin (Reporting Officer) from the dropdown menus. Then choose the Individual Officer level, Officer designation and enter the remarks, if any.

Competency Portal | Admin Request

Nodal Admin Request

Information

* Division: Capacity Building & Training (CB&T)

* Location: Delhi

* Nodal Name: Jyotsna Ekka

Name: Jyotsna Ekka Mobile: 9425201686

Division: Capacity Building & Training (C Location: Delhi

* Levels of Officers: Level 10

* Designation: SECTION OFFICER

Remark: kindly accept my request

Reset Send Admin Request

Nodal Admin Request Details Export CSV

Search... Reset

Sr.	Request Designation	Nodal Admin Name	Nodal Admin Email	Nodal Mobile	Levels Of Officers	Division Name	Location	Request Date	Com
1	DIRECTOR TEST 1	Ravi D			Level 14	eTT Division Test	Delhi		Nc

1 / 10 / page

- Click on the "Send Admin Request" button.

Competency Portal | Admin Request

Nodal Admin Request

Information

* Division: Capacity Building & Training (CB&T) * Location: Delhi * Nodal Name: Jyotsna Ekka

Name: Jyotsna Ekka Mobile: 9425201688 Division: Capacity Building & Training (C Location: Delhi

* Levels of Officers: Level 10 * Designation: SECTION OFFICER Remark: kindly accept my request

Reset Send Admin Request

Nodal Admin Request Details Export CSV

Search... Reset

Sr.	Request Designation	Nodal Admin Name	Nodal Admin Email	Nodal Mobile	Levels Of Officers	Division Name	Location	Request Date	Com
1	DIRECTOR TEST 1	Ravi D			Level 14	eTT Division Test	Delhi		No

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➤ The admin mapping request will be sent to the selected division authority for approval.

Competency Portal | Admin Request

Nodal Admin Request

Information

* Division: Select Division * Levels of Officers: Select * Designation: Select Remark: Enter Remarks

Reset Send Admin Request

Nodal Admin Request Details Export CSV

Search... Reset

Sr.	Request Designation	Nodal Admin Name	Nodal Admin Email	Nodal Mobile	Levels Of Officers	Division Name	Location	R Request Status
1	DIRECTOR TEST 1	Ravi D			Level 14	eTT Division Test	Delhi	Approved
2	SECTION OFFICER	Jyotsna Ekka	ddgtrig-dot@nic.in	9425201688	Level 10	Capacity Building & Training (CB&T)	Delhi	Pending

➤ Once approved, the officer will be mapped to the selected division nodal authority.

Competency Portal | Admin Request

* Division: Select Division

* Levels of Officers: Select

* Designation: Select Designation

Remark: Enter Remarks

Reset Send Admin Request

Nodal Admin Request Details Export CSV

Search... Reset

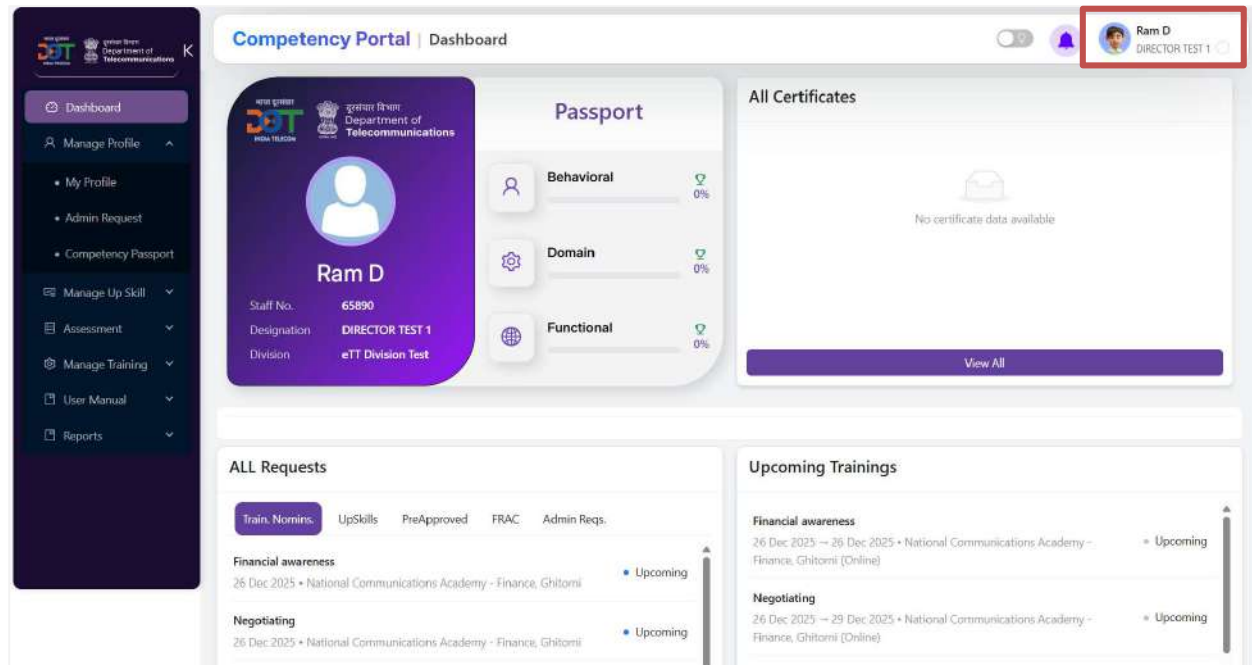
Sr.	Request Designation	Nodal Admin Name	Nodal Admin Email	Nodal Mobile	Levels Of Officers	Division Name	Location	Request Status
1	DIRECTOR TEST 1	Ravi D			Level 14	eTT Division Test	Delhi	Approved
2	SECTION OFFICER	Jyotsna Ekka	ddgtrg-dot@nic.in	9425201688	Level 10	Capacity Building & Training (CB&T)	Delhi	Approved

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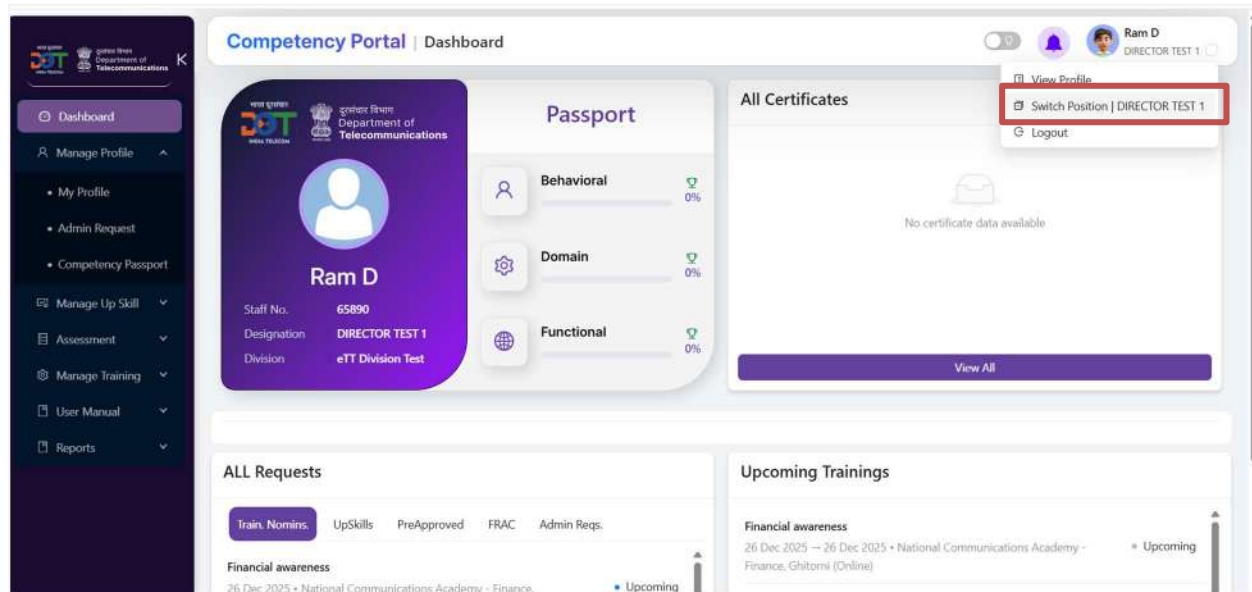
- If an officer wants to log in using a designation that has been approved by the Reporting Authority, they can do so using the same login process as explained in the above section.

4.2.3 Switching Designation (Position) to Another

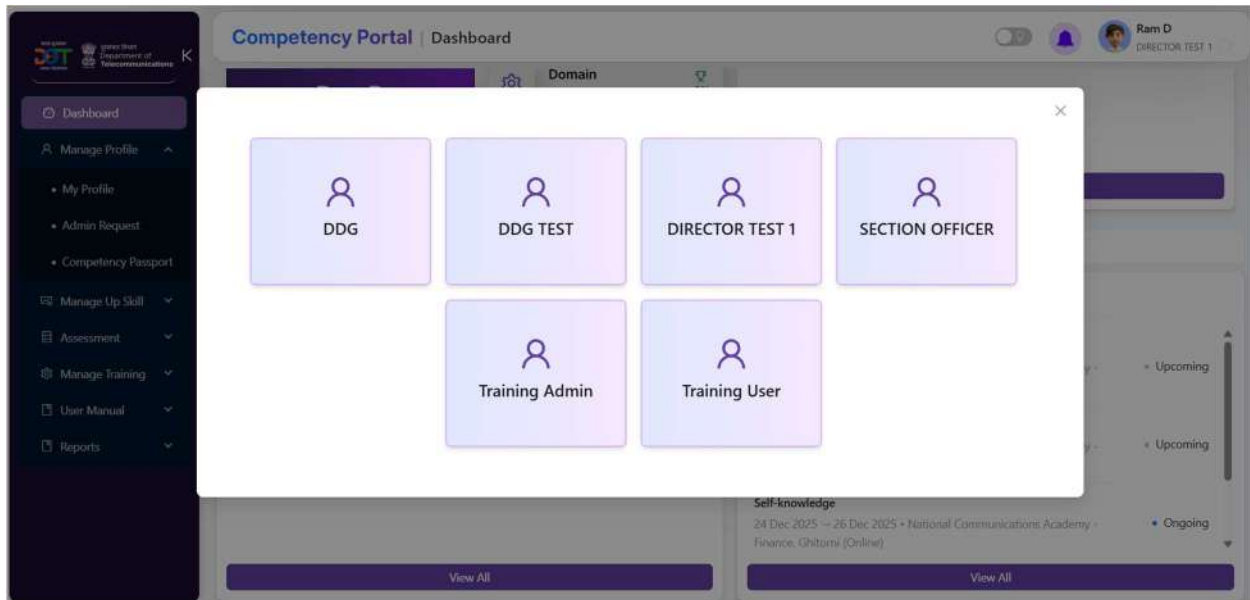
- Go to the logged-in officer's profile and hover the cursor over their name and designation or click on it.



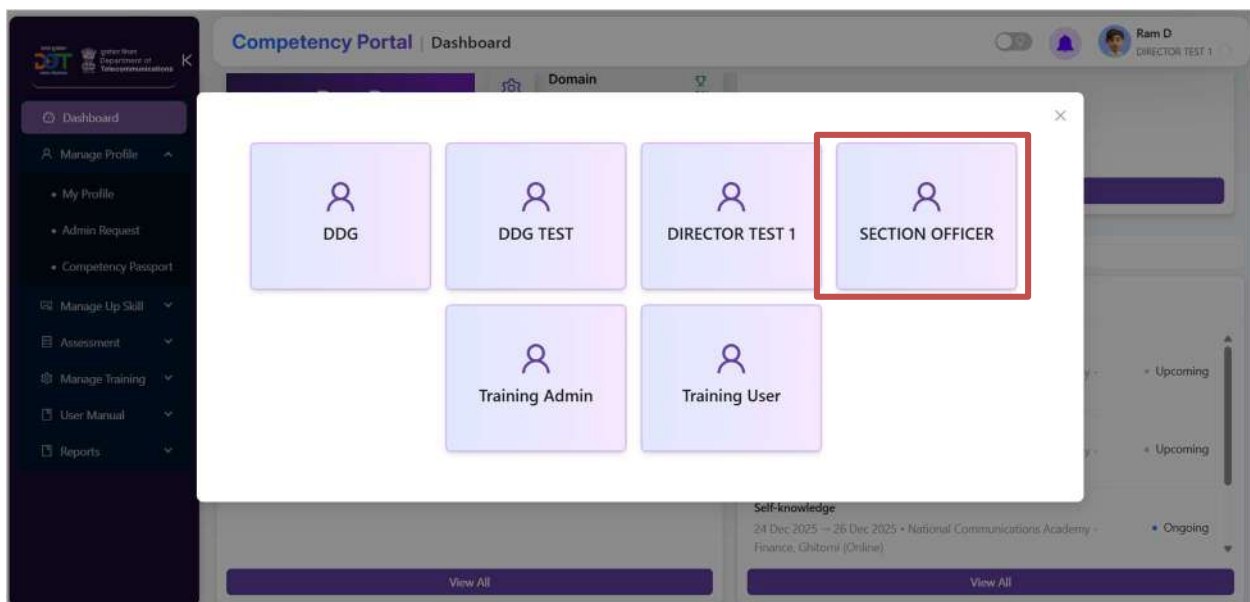
- Click on Switch Position (Switch Designation). This option is displayed only for officers who are holding more than one designation.



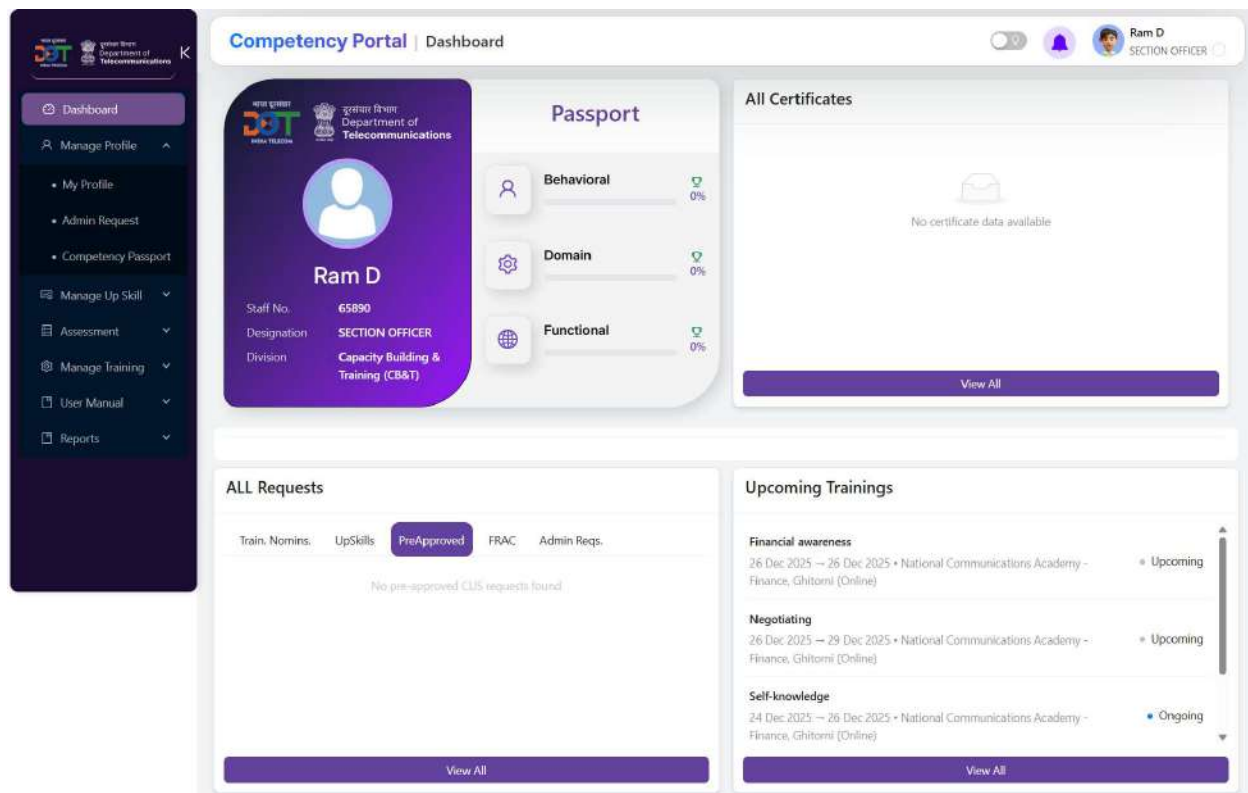
- The system will display the designation selection pop-up screen.



- Click on any of the Designation names displayed on the designation selection pop-up screen.

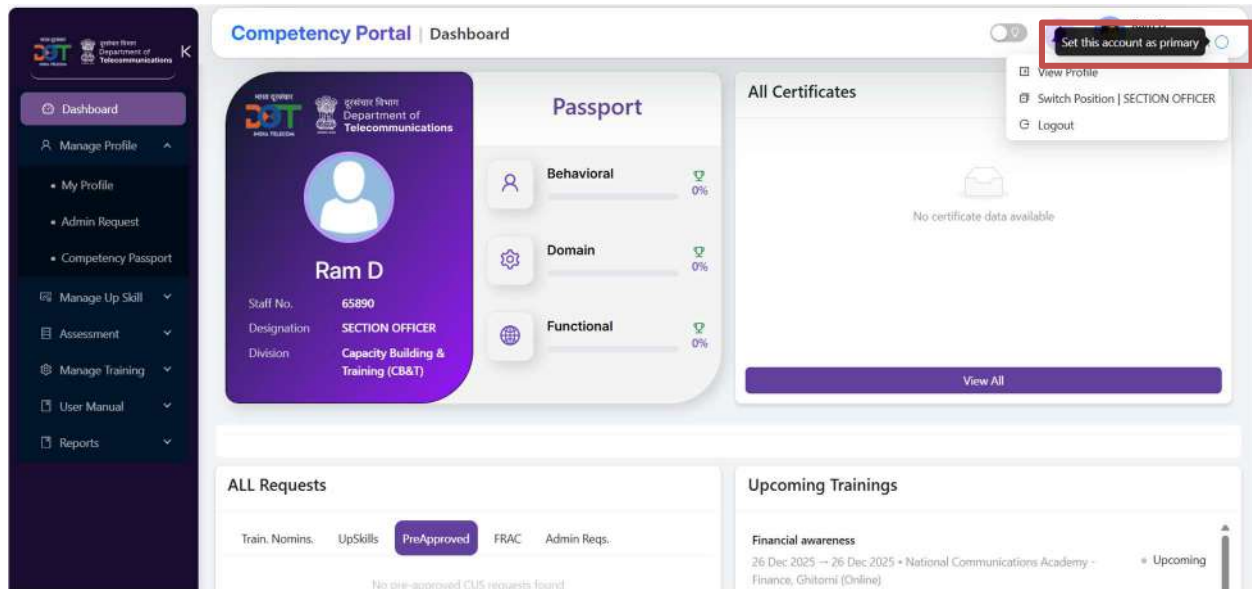


- Upon successfully switching the designation (position), the officer's profile, dashboard, and menu will update according to the selected designation.

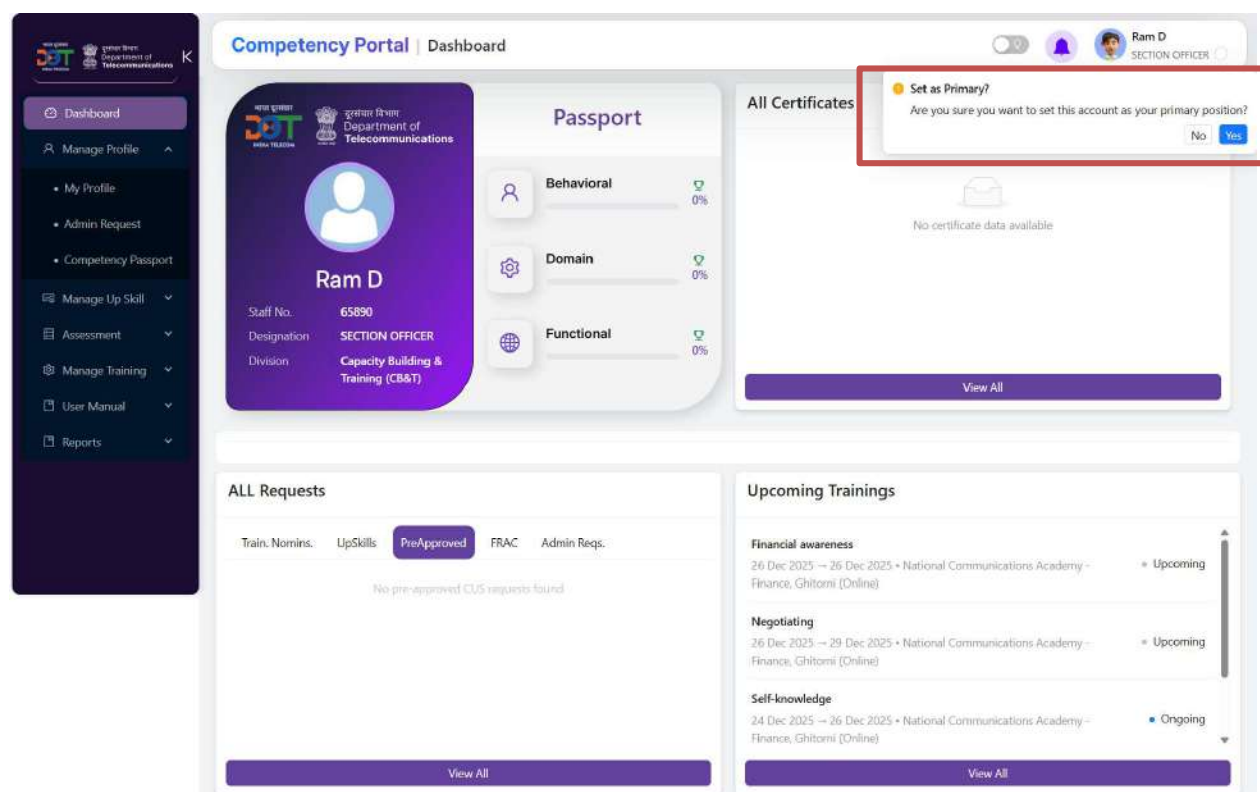


4.2.4 Set Primary Account (Profile)

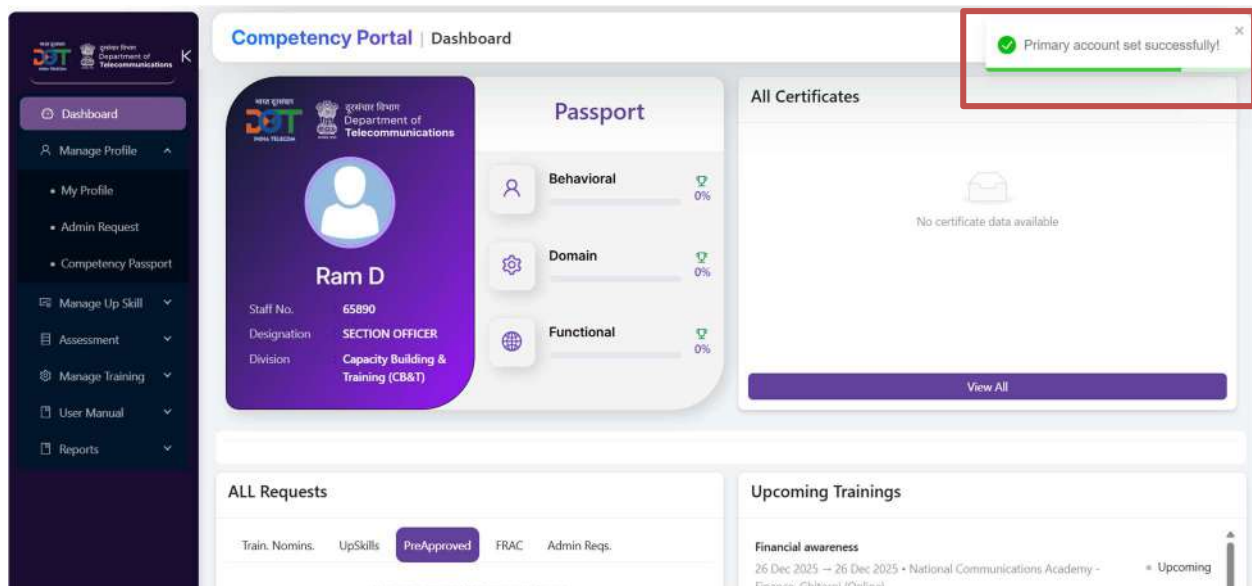
- Upon successful authentication, the system displays an option to select the designation to log in. If an officer is holding more than one profile (designation). If the officer has set a primary profile, they will no longer need to select a designation during login and will always land on their primary profile.
- Go to the logged-in officer's profile and click on the radio button "Set this account as primary"



➤ Click Yes to confirm the action – Set as Primary Account

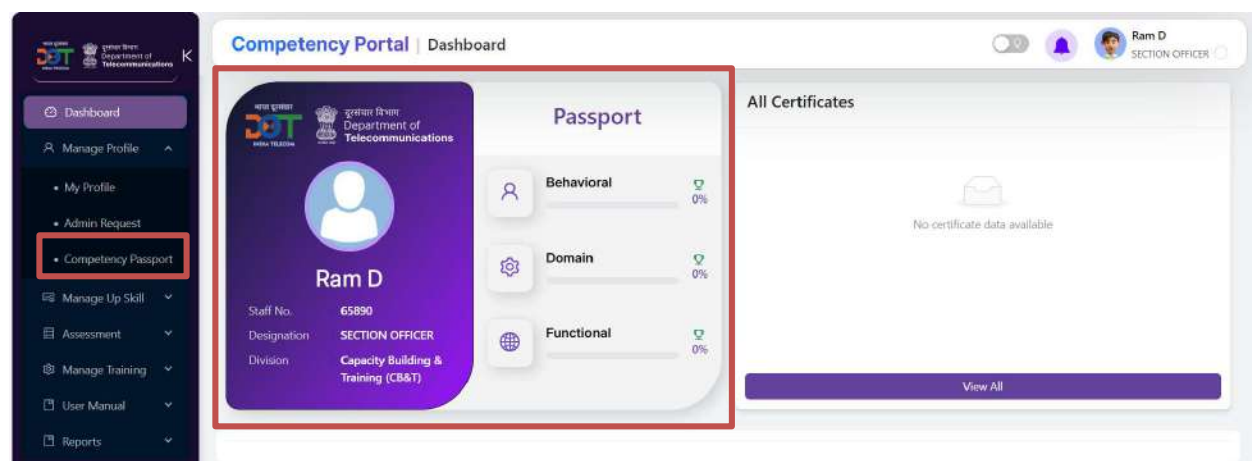


➤ The Primary Account set successfully.

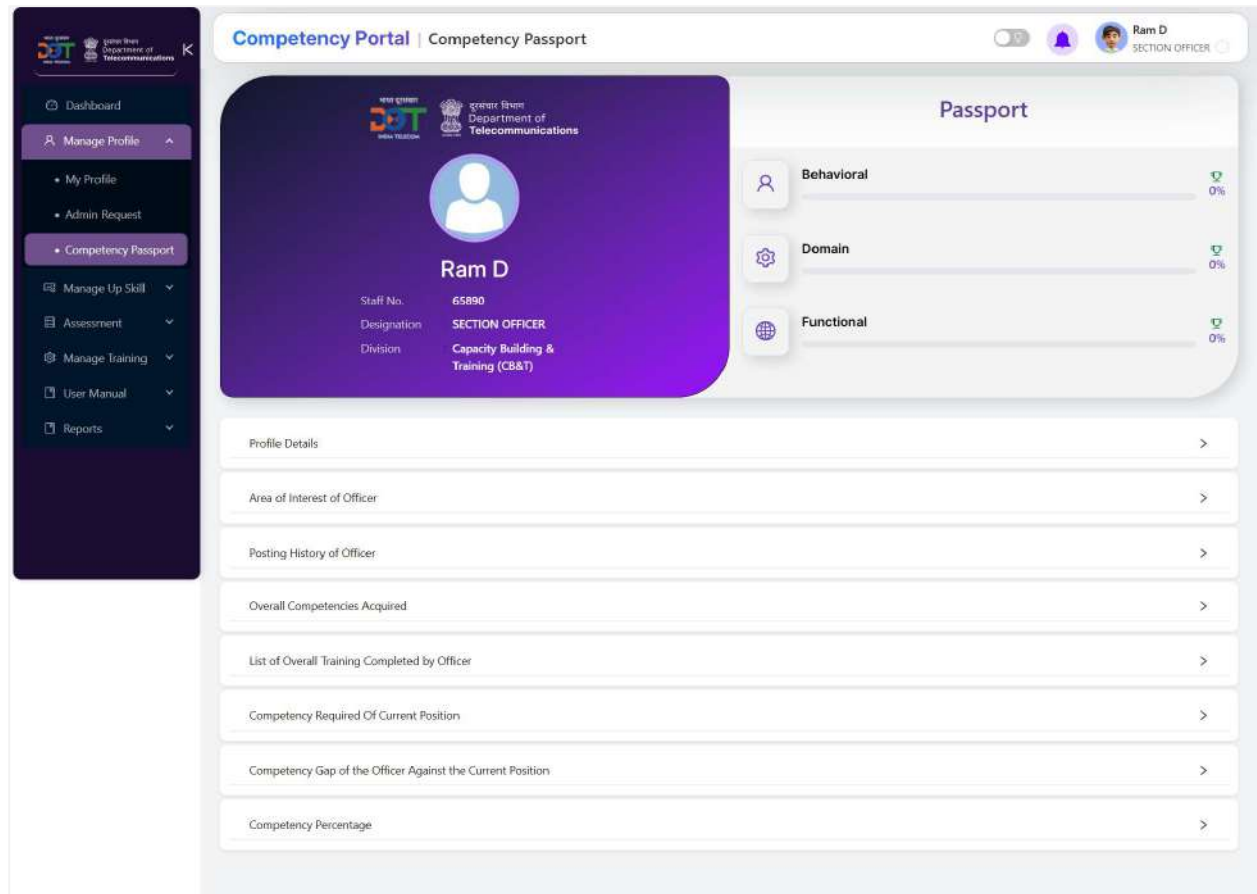


4.2.5 View Competency Passport

- Click on the Competency Passport tab under Manage Profile or click on the Passport card displayed on the Dashboard.



- The system will display the officer's passport details.



- The officer can expand their profile to view complete details, including My Profile, Areas of Interest, Posting History, Overall Competencies Acquired, List of Training Completed, Competencies Required for Current Position, Competency Gap Against Current Designation, and Competency Percentage.

The screenshot displays the 'Competency Portal' interface for a user named Ram D. The interface is divided into a sidebar, a main header, and a main content area.

Sidebar: Contains navigation links for Dashboard, Manage Profile (with sub-links for My Profile, Admin Request, and Competency Passport), Manage Up Skill, Assessment, Manage Training, User Manual, and Reports.

Main Header: Displays 'Competency Portal | Competency Passport' and the user's name 'Ram D' with the designation 'SECTION OFFICER'.

Passport Section: Shows three competency areas: Behavioral (0%), Domain (0%), and Functional (0%).

Profile Details: A section containing the following information:

Profile Details			
Division Capacity Building & Training (CB&T)	Location Delhi	Designation SECTION OFFICER	Officer Name Ram D
Email ramd@gmail.com	Mobile Number 8999626589	Category GENERAL	Staff No 65890
Cadre ITS	Level Of Officer Level 10	Batch 2020	Date Of Joining N/A
To Date N/A			

Area of Interest of Officer: A section with a search bar and a list of interests:

Sr.	Area of Interest
1.	5G technology trials
2.	Mobile Access Technology
3.	Emerging Technologies - Blockchain

At the bottom of the page, there are several expandable sections for further details:

- Posting History of Officer
- Overall Competencies Acquired
- List of Overall Training Completed by Officer
- Competency Required Of Current Position
- Competency Gap of the Officer Against the Current Position
- Competency Percentage

4.3 Manage Employee (Officer) by Nodal Admin (Reporting Officer)

4.3.1 View and take-action on Admin Mapping Requests Received from Individual Officers

- All requests received from individual officers for Nodal Admin (Reporting Officer) mapping will be displayed on the Mapping Request screen for review and action.
- Click on "Mapping Requests" under the "Employee"

Competency Portal | Mapping Requests

Admin Request Details

Officer Name	Location	Staff No.	Admin Name	Levels Of Officers	Request Date	Remarks	Updated Date	Comment	Action
Ram D	Delhi	2020	Jyotsna Ekka	Level 10	2025-12-25	kindly accept my request			
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	Edit ePay Lev	
SANJEEV KUMAR BALYAN	Delhi	2010	Jyotsna Ekka	Level 13	2024-10-29	OK	2024-10-29	OK	
PANKAJ KUMAR SALODIA	Delhi	1999	Jyotsna Ekka	Level 14	2024-10-24	ok	2024-10-24	ok	
PANKAJ KUMAR	Delhi	1990	Jyotsna Ekka	Level 15	2024-10-23	Approved	2024-10-23	Approved	
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	OK	

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- View and select a request from the list received from the Individual officer.

Competency Portal | Mapping Requests

Admin Request Details

Officer Name	Location	Staff No.	Admin Name	Levels Of Officers	Request Date	Remarks	Updated Date	Comment	Action
Ram D	Delhi	2020	Jyotsna Ekka	Level 10	2025-12-25	kindly accept my request			
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	Edit ePay Lev	
SANJEEV KUMAR BALYAN	Delhi	2010	Jyotsna Ekka	Level 13	2024-10-29	OK	2024-10-29	OK	
PANKAJ KUMAR SALODIA	Delhi	1999	Jyotsna Ekka	Level 14	2024-10-24	ok	2024-10-24	ok	
PANKAJ KUMAR	Delhi	1990	Jyotsna Ekka	Level 15	2024-10-23	Approved	2024-10-23	Approved	
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	OK	

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- Click on the “Take Action” icon under the Action column

The screenshot shows the 'Competency Portal | Mapping Requests' interface. On the left is a sidebar with navigation options: Dashboard, Assessment, FRAC Competency, Employee, Employee Mapping, Mapped Employee, Mapping Requests (selected), Registration, Training, User Manual, and Reports. The main area is titled 'Admin Request Details' and contains a table of mapping requests. The first row of the table has a green icon in the 'Action' column, which is highlighted with a red box.

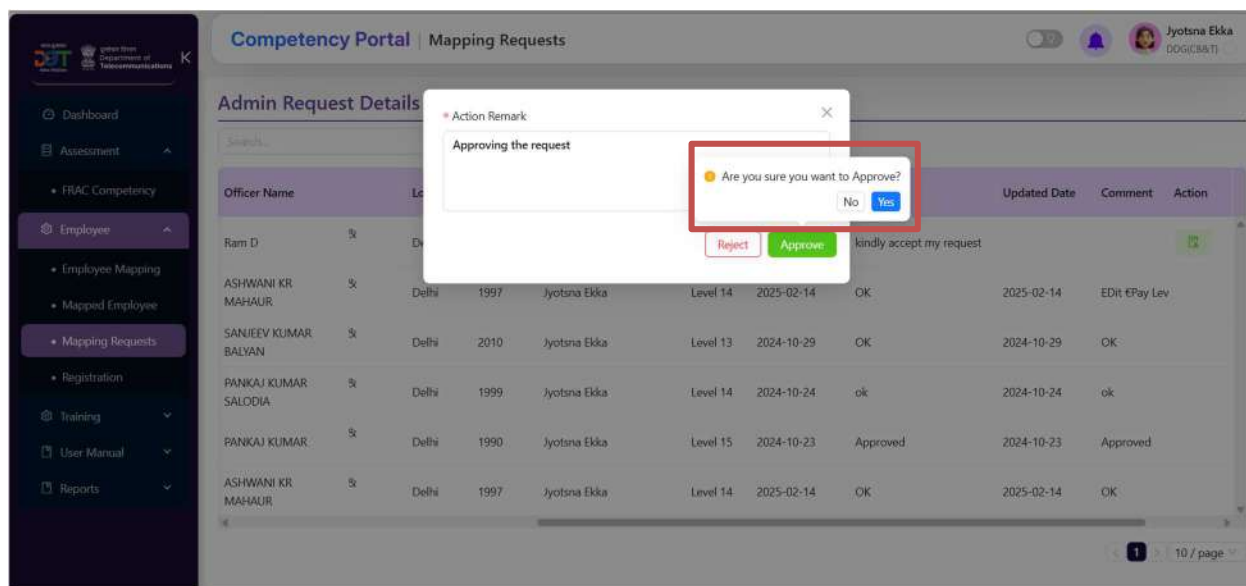
Officer Name	Location	Staff No.	Admin Name	Levels Of Officers	Request Date	Remarks	Updated Date	Comment	Action
Ram D	Delhi	2020	Jyotsna Ekka	Level 10	2025-12-25	kindly accept my request			
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	EDIT EPay Lev	
SANJEEV KUMAR BALLYAN	Delhi	2010	Jyotsna Ekka	Level 13	2024-10-29	OK	2024-10-29	OK	
PANKAJ KUMAR SALODIA	Delhi	1999	Jyotsna Ekka	Level 14	2024-10-24	ok	2024-10-24	ok	
PANKAJ KUMAR	Delhi	1990	Jyotsna Ekka	Level 15	2024-10-23	Approved	2024-10-23	Approved	
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	OK	

- Enter the action remarks, if any and take the appropriate action—Approve or Reject—by clicking the corresponding button.

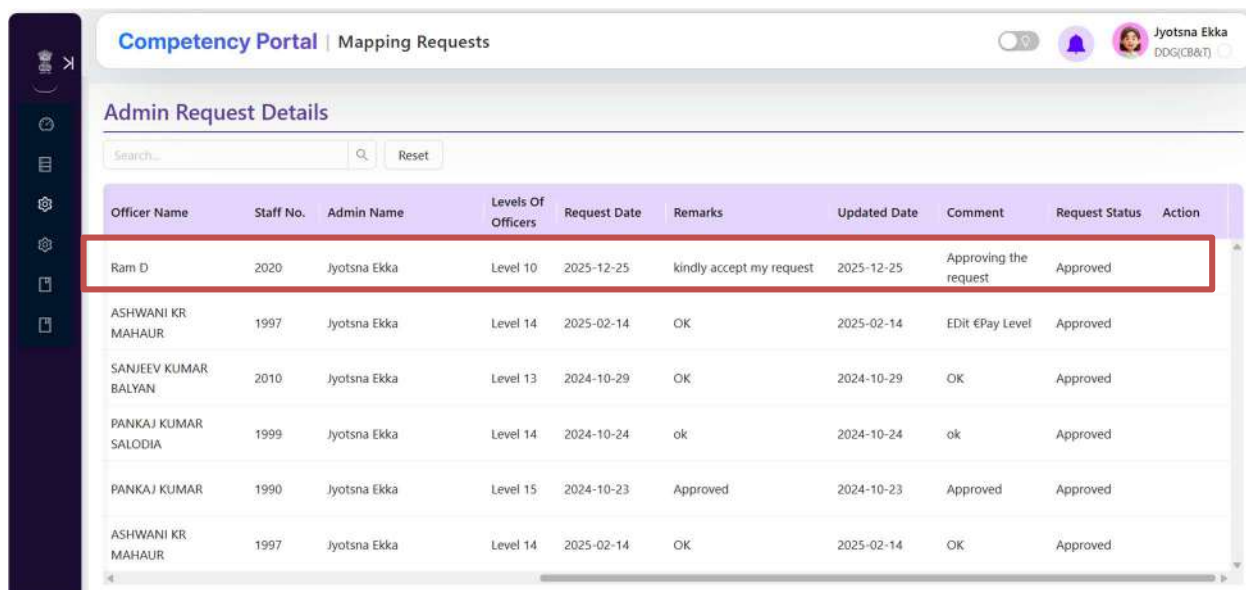
The screenshot shows the 'Competency Portal | Mapping Requests' interface with an 'Admin Request Details' table. An 'Action Remark' dialog box is open over the table, containing the text 'Approving the request'. Below the dialog box, the 'Approve' button is highlighted with a red box. The table shows the same data as the previous screenshot, but the 'Request Status' column is now visible, showing 'Pending' for the first row.

Officer Name	Location	Staff No.	Admin Name	Levels Of Officers	Request Date	Remarks	Updated Date	Comment	Request Status	Action
Ram D	Delhi	2020	Jyotsna Ekka	Level 10	2025-12-25	kindly accept my request			Pending	
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	EDIT EPay Level	Approved	
SANJEEV KUMAR BALLYAN	Delhi	2010	Jyotsna Ekka	Level 13	2024-10-29	OK	2024-10-29	OK	Approved	
PANKAJ KUMAR SALODIA	Delhi	1999	Jyotsna Ekka	Level 14	2024-10-24	ok	2024-10-24	ok	Approved	
PANKAJ KUMAR	Delhi	1990	Jyotsna Ekka	Level 15	2024-10-23	Approved	2024-10-23	Approved	Approved	
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	OK	Approved	

- Click Yes to confirm the selected action—Approve or Reject.



- Once the action is successfully taken, the request will be displayed in the list with the appropriate action status as taken by the Nodal Admin (Reporting Officer).



- Once approved, the officer will be mapped under the Division Nodal Authority. The list of mapped officers can be viewed by clicking Mapped Employee (Officer) under Manage Employee (Officer).

4.3.2 Employees (Officers) Mapping

- The Nodal Admin (Reporting Officer) can directly map individual officers under their division for which they hold the Nodal Admin responsibility.
- Click on the Employee (Officer) Mapping tab under the Manage Employee (Officer)

Competency Portal | Employee Mapping

Jyotsna Ekka
DOG(C&T)

Information

* Officer Name
Select Employee

* Designation
Select Designation

* Levels Of Officers
Select Level

Remark:
Enter remarks

Submit

- To initiate the Employee (Officer) mapping, select the Officer Name, Designation, Level of Officer and enter the remarks, if any.

Competency Portal | Employee Mapping

Jyotsna Ekka
DOG(C&T)

Information

* Officer Name
Ravi D (ravidamaraooffice@gmail.com)

Officer Details

Full Name: Ravi D	Cadre: ravidamaraooffice@gmail.com	DOB: 9306880023
Gender: Male	Email: ravidamaraooffice@gmail.com	Mobile: 2028-12-31
Batch: 1001	Staff No: 98760	Retirement: 2028-12-31
Status: Active		

* Designation
ADG(TRAINING)

* Levels Of Officers
Level 10

Remark:
Employee mapping under division

Submit

- Click on the Submit button.

The screenshot shows the 'Competency Portal | Employee Mapping' interface. On the left is a dark sidebar with navigation links: Dashboard, Assessment, Employee (selected), Employee Mapping, Mapped Employee, Mapping Requests, Registration, Training, User Manual, and Reports. The main content area has a header with the portal name and a user profile for Jyotsna Ekka. Below the header is the 'Information' section. It contains a dropdown for 'Officer Name' (Ravi D), a table for 'Officer Details' with fields like Full Name, Gender, Batch, Status, Cadre, Email, Staff No, DOB, Mobile, and Retirement, a dropdown for 'Designation' (ADG(TRAINING)), a dropdown for 'Levels Of Officers' (Level 10), and a 'Remark' text area with the value 'Employee mapping under division'. A blue 'Submit' button is located at the bottom left of the form, highlighted with a red rectangle.

- Upon successful submission, the selected officer will be mapped under the Division Nodal Authority. The list of mapped officers can be viewed by clicking Mapped Employee (Officer) under Manage Employee (Officer).

4.3.3 View Mapped Employees (Officers)

- The Nodal Admin (Reporting) Authority can view the mapped officer by clicking on Mapped Employee (Officer) under Manage Employee (Officer).

Competency Portal | Mapped Employee

View Mapped Employee

Search... [Reset] [Export CSV]

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BILYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]

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➤ The Mapped Employee (officer) list will be displayed.

Competency Portal | Mapped Employee

View Mapped Employee

Search... [Reset] [Export CSV]

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BILYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]

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4.3.4 Change Designation/Level of Officer of Mapped Employees (Officers)

➤ Click on the Mapped Employee (Officer) under Manage Employee (Officer).

Competency Portal | Mapped Employee

View Mapped Employee

Search... Reset Export CSV

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Change] [Add] [Edit] [Delete]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Change] [Add] [Edit] [Delete]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Change] [Add] [Edit] [Delete]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Change] [Add] [Edit] [Delete]
5	SANJEEV KUMAR BALLYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Change] [Add] [Edit] [Delete]

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- Select a mapped officer from the displayed list and click on Change Designation/Level of Officer icon under the Action column

Competency Portal | Mapped Employee

View Mapped Employee

Search... Reset Export CSV

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Change Level / Position
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Change] [Add] [Edit] [Delete]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Change] [Add] [Edit] [Delete]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Change] [Add] [Edit] [Delete]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Change] [Add] [Edit] [Delete]
5	SANJEEV KUMAR BALLYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Change] [Add] [Edit] [Delete]
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	[Change] [Add] [Edit] [Delete]

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- Choose another Designation and Level of Officer from the dropdown menus. Click on the submit button.

The screenshot shows the 'Competency Portal | Mapped Employee' interface. A modal titled 'Levels Of Officers' is open, allowing updates to an officer's designation and level. The modal contains two dropdown menus: 'Designation' (set to 'SECTION OFFICER') and 'Levels Of Officers' (set to 'Level 10'). A 'Submit' button is at the bottom left of the modal. In the background, a table lists mapped employees with columns for Sr., Officer Name, Designation Name, Levels Of Officers, Mobile Number, Staff Number, Cadre, Remarks, and Actions.

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BALLYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	[Icons]

- Upon successful submission, the officer designation and level of officer will be changed

The screenshot shows the 'Competency Portal | Mapped Employee' interface with the 'View Mapped Employee' section. A search bar and 'Export CSV' button are at the top. The table below lists mapped employees. The first row, for 'Ram D', is highlighted with a red border.

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BALLYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	[Icons]

4.3.5 View Competency Passport of Mapped Employee (Officer)

- Click on the Mapped Employee (Officer) under Manage Employee (Officer).

Competency Portal | Mapped Employee

View Mapped Employee

Search... [Reset] [Export CSV]

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]

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- Select a mapped officer from the displayed list and click the Competency Passport icon under the Action column to view the mapped employee's Competency Passport

Competency Portal | Mapped Employee

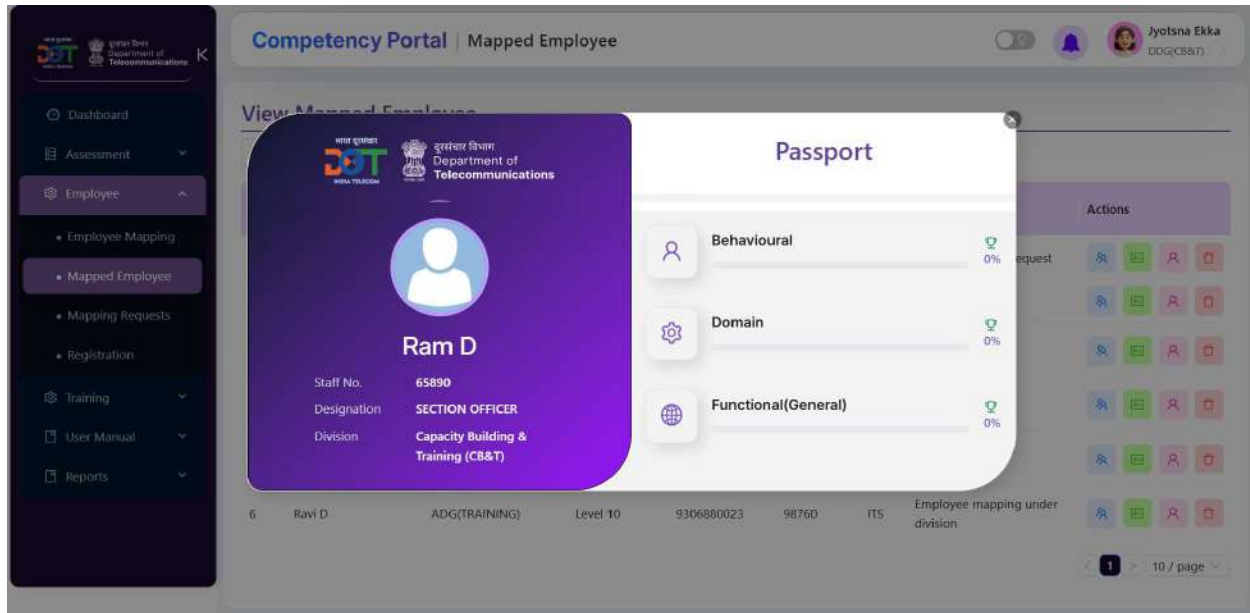
View Mapped Employee

Search... [Reset] [Export CSV]

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[View Passport] [Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	[Icons]

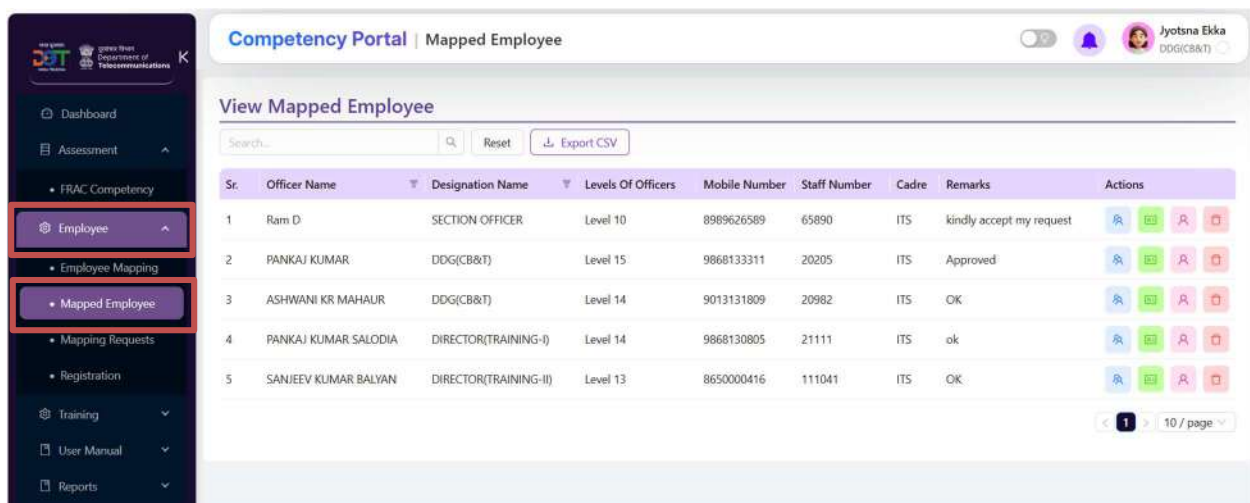
< 1 10 / page >

- The system displays the officer's Competency Passport.



4.3.6 View Profile of Mapped Employee (Officer)

- Click on the Mapped Employee (Officer) under Manage Employee (Officer).



- Select a mapped officer from the displayed list and click the Profile icon under the Action column to view the mapped employee's (officer) profile details

Competency Portal | Mapped Employee

View Mapped Employee

Search... [Reset] [Export CSV]

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[View Profile]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[View Profile]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[View Profile]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-II)	Level 14	9868130805	21111	ITS	ok	[View Profile]
5	SANJEEV KUMAR BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[View Profile]
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	[View Profile]

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➤ The system displays the officer's profile details.

Competency Portal | Mapped Employee

Employee Profile

Division: Capacity Building & Training (CB&T)

Location: Delhi

Designation: SECTION OFFICER

Officer Name: Ram D

Email: ramd@gmail.com

Mobile Number: 8989626589

Category: GENERAL

Staff No: 65890

Cadre: ITS

Level Of Officer: Level 10

Batch: 2020

Date Of Joining: 2021-02-01

To Date: N/A

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4.3.7 Remove Mapping (Unmapping) of the Mapped Employee (Officer)

➤ Click on the Mapped Employee (Officer) under Manage Employee (Officer).

Competency Portal | Mapped Employee

View Mapped Employee

Search... [Reset] [Export CSV]

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]

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- Select a mapped officer from the displayed list and click the Remove Mapping icon under the Action column to view the mapped employee's (officer) profile details

Competency Portal | Mapped Employee

View Mapped Employee

Search... [Reset] [Export CSV]

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	[Icons]

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Remove Mapping

- Click "Yes Remove" to confirm the action

The screenshot shows the 'Competency Portal | Mapped Employee' interface. On the left is a sidebar with navigation options: Dashboard, Assessment, Employee (selected), Employee Mapping, Mapped Employee (highlighted), Mapping Requests, and Registration. The main area is titled 'View Mapped Employee' and contains a search bar, a 'Reset' button, and an 'Export CSV' button. Below this is a table with columns: Sr., Officer Name, Designation Name, Levels Of Officers, Mobile Number, Staff Number, Cadre, Remarks, and Actions. The table lists six employees. A red box highlights a confirmation dialog that appears when the 'Remove' icon is clicked for the employee 'Ravi D'. The dialog asks 'Are you sure you want to remove this mapping?' and has 'Cancel' and 'Yes, Remove' buttons.

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BALLYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	[Icons]

- Upon successful unmapping, the previously mapped employee (officer) will be removed from the **Mapped Employee (Officer)** list.

The screenshot shows the 'Competency Portal | Mapped Employee' interface after a successful unmapping. A green success message 'Request processed successfully' is displayed at the top right. The 'View Mapped Employee' table now shows only five employees, as 'Ravi D' has been removed. The table structure and data are the same as in the previous screenshot.

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	[Icons]
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	[Icons]
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	[Icons]
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	[Icons]
5	SANJEEV KUMAR BALLYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	[Icons]

4.3.8 Onboarding or Registration of New Employees (Officers)

- Click on the Registration under Manage Employee (Officer).

Competency Portal | Registration

Employee Registration

* Officer Name: * Staff No: * Designation: * Levels of Officers:

* Email: * Mobile No: * Date of Joining: * Batch No:

* Category: * Gender: * Cadre:

Area of Interest: Posts: Awards: Qualification:

Training: Competency:

Remarks:

Submit

- Enter and select the required values from the dropdown menus for the newly onboarding officer.

Competency Portal | Registration

Employee Registration

* Officer Name: * Staff No: * Designation: * Levels of Officers:

* Email: * Mobile No: * Date of Joining: * Batch No:

* Category: * Gender: * Cadre:

Area of Interest: Posts: Awards: Qualification:

Training: Competency:

Remarks:

Submit

- Click on the Submit button

The screenshot shows the 'Competency Portal | Registration' page. On the left is a dark sidebar with a menu including Dashboard, Assessment, Employee (expanded), Employee Mapping, Mapped Employee, Mapping Requests, Registration (highlighted), Training, User Manual, and Reports. The main content area is titled 'Employee Registration' and contains the following fields:

- Officer Name: Ravi D
- Staff No: 65890
- Designation: SECTION OFFICER
- Levels of Officers: Level 10
- Email: ramd@gmail.com
- Mobile No: 8989626589
- Date of Joining: 2020-01-01
- Batch No: 2020
- Category: GENERAL
- Gender: GENERAL
- Cadre: ITS
- Area of Interest: 5G Domain
- Posts: Assess Division
- Awards: Officer of the Year
- Qualification: Bachelor of Engineering, MBA
- Training: AI and ML
- Competency: 6G Domain, Resources Management
- Remarks: Onboarding the officer





















A red rectangular box highlights the 'Submit' button located at the bottom left of the form.

- Upon successful registration, the officer profile will be created and automatically mapped under the respective division. The details can be viewed under Mapped Employee (Officer).

Competency Portal | Mapped Employee

View Mapped Employee

Search... Reset Export CSV

Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	   
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	   
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982	ITS	OK	   
4	PANKAJ KUMAR SALODIA	DIRECTOR(TRAINING-I)	Level 14	9868130805	21111	ITS	ok	   
5	SANJEEV KUMAR BALLYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	   

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Thank You