



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
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

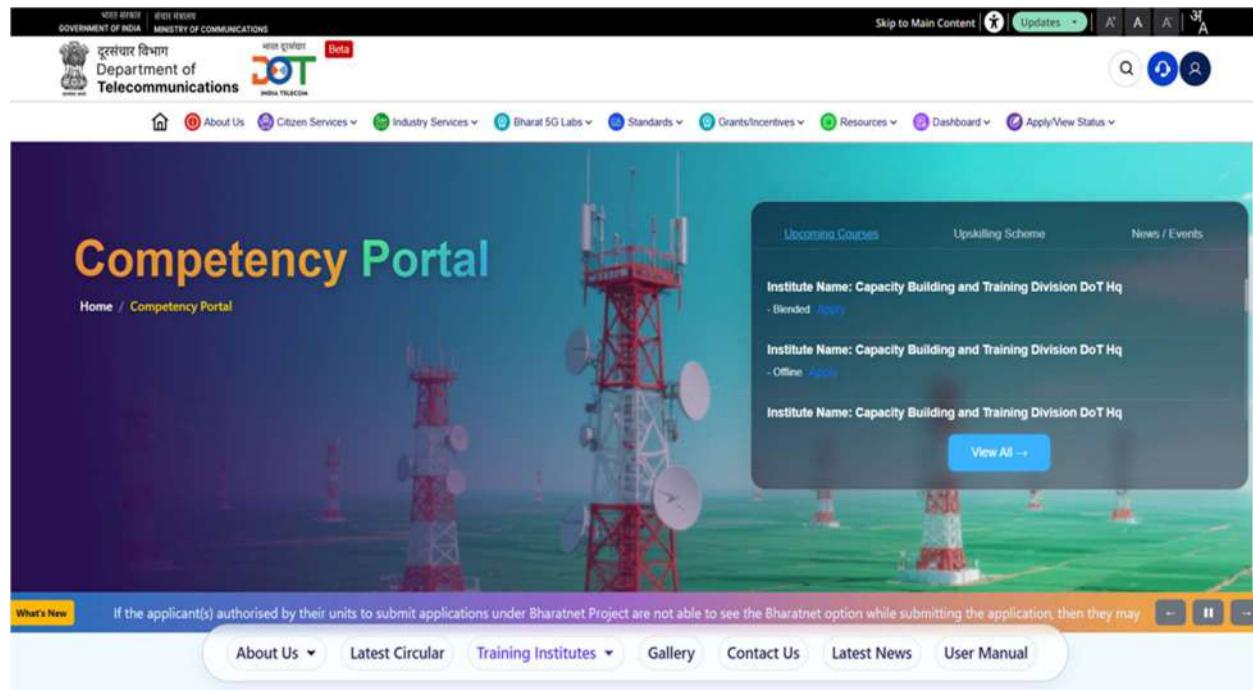
- Open the link <https://competency.dot.gov.in/>, it automatically redirects to <https://eservices.dot.gov.in/competency-portal/>. Users can also directly access the application using <https://eservices.dot.gov.in/competency-portal/>.

- 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: Profile Management

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



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.



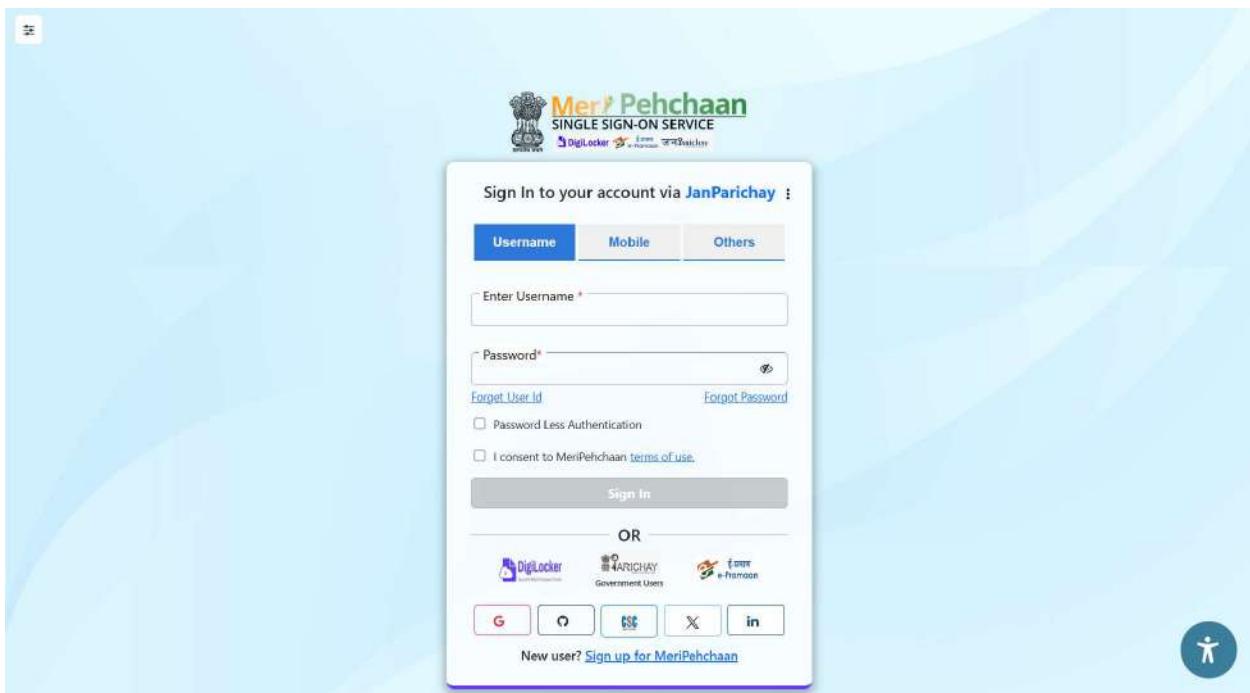
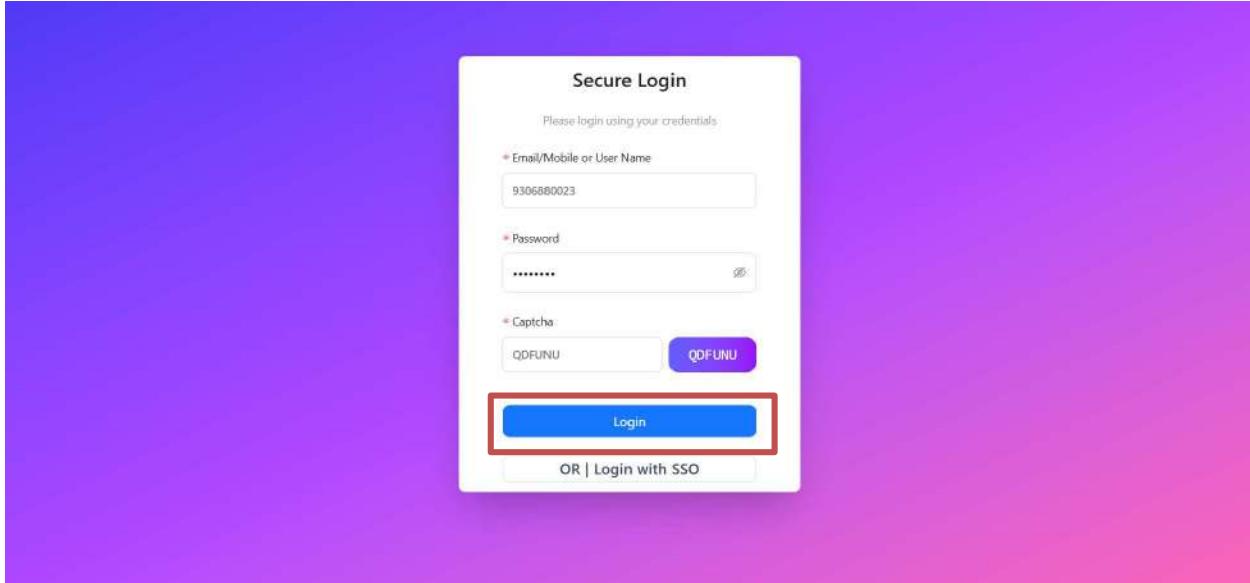
Competency Passport

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

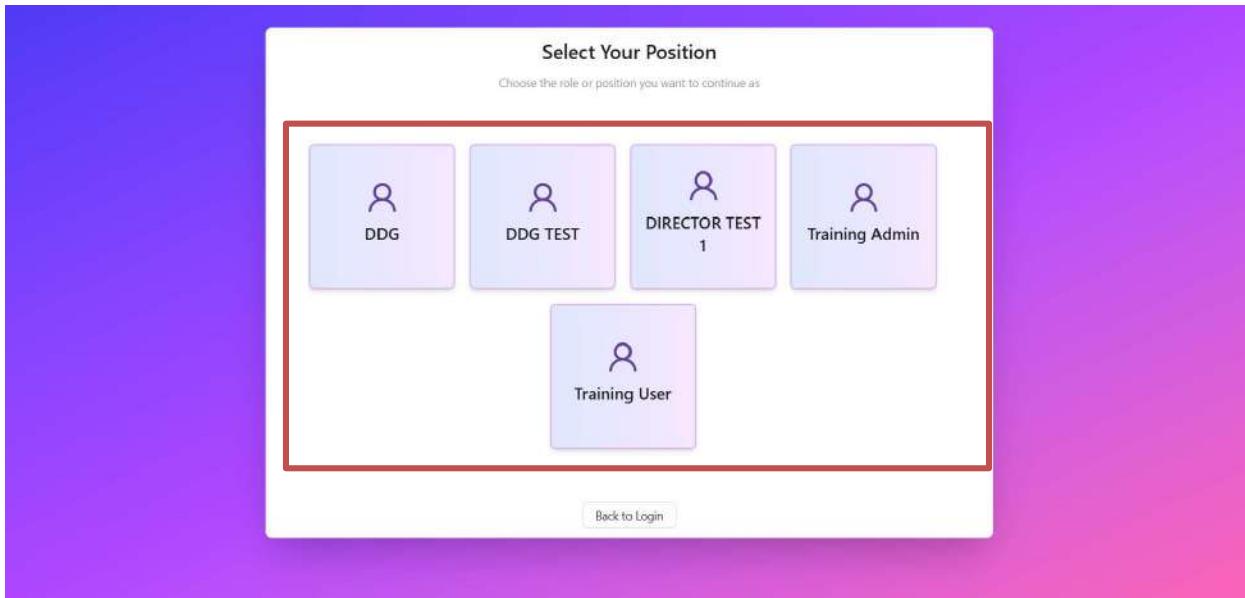
[Read More](#)



- 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.

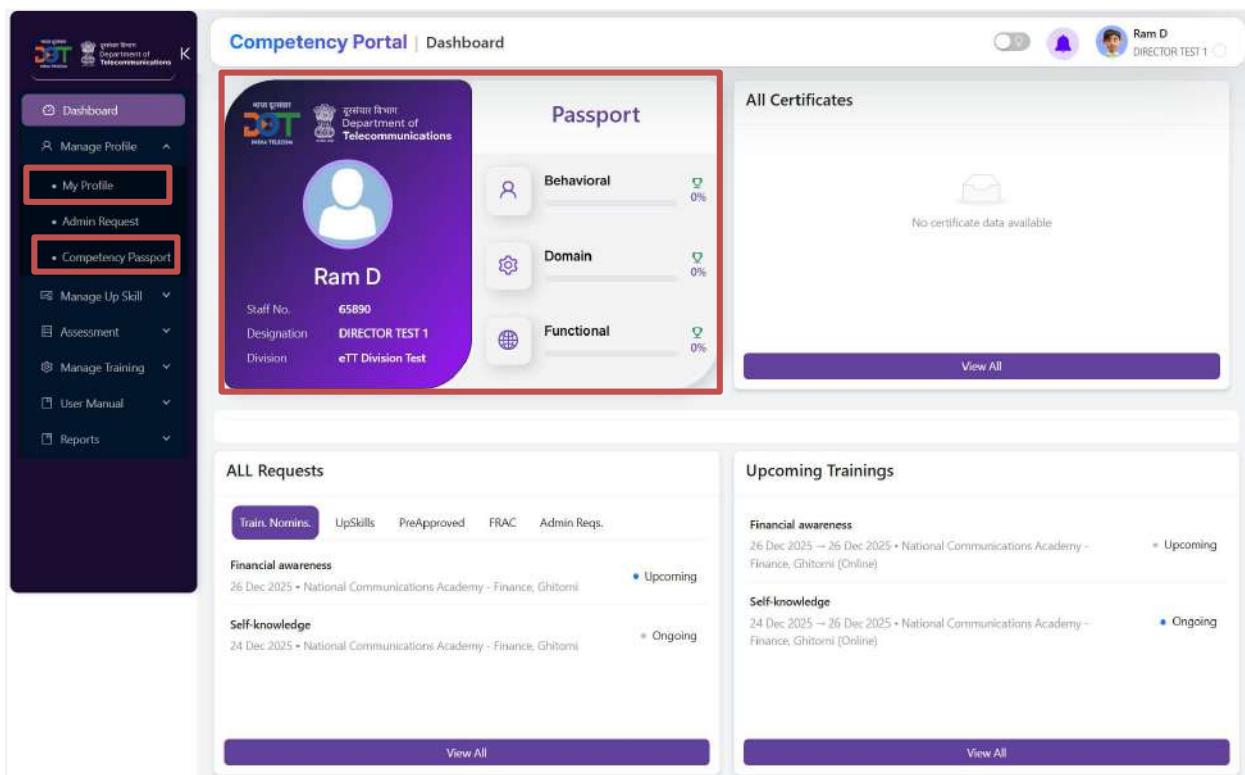


- If only one account is associated with the mobile number or email, you will be logged into the portal directly

4.2 Manage Profile – Officer

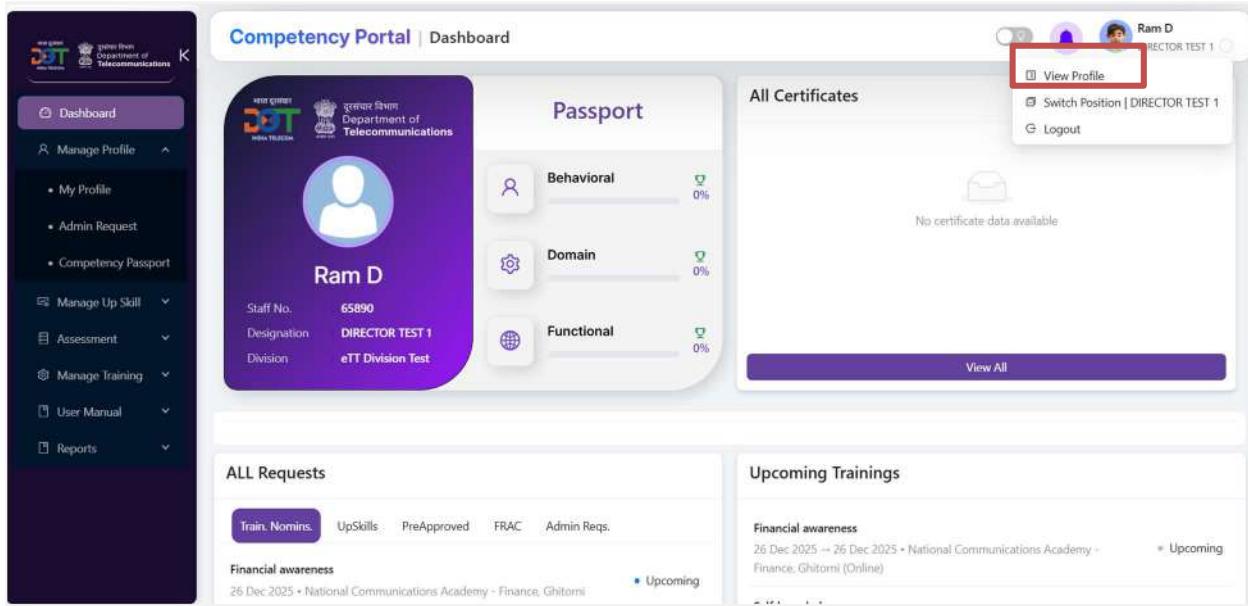
4.2.1 View and Update Profile

- 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 for an Officer named Ram D. The dashboard is divided into several sections:

- Header:** Shows the Department of Telecommunications logo and the user's name, Ram D, with the title DIRECTOR TEST 1.
- Profile Section:** Features a large circular profile picture of Ram D, his Staff No. (65890), Designation (DIRECTOR TEST 1), and Division (eTT Division Test). This section is highlighted with a red border.
- Passport Section:** Shows three progress bars for Behavioral (0%), Domain (0%), and Functional (0%) competencies.
- Certificates Section:** Displays a message: "No certificate data available" and a "View All" button.
- ALL Requests Section:** Lists "Train. Nominis." and categories: UpSkills, PreApproved, FRAC, Admin Reqs. It shows two requests: "Financial awareness" (Upcoming) and "Self-knowledge" (Ongoing), each with a "View All" button.
- Upcoming Trainings Section:** Lists "Financial awareness" (Upcoming) and "Self-knowledge" (Ongoing), each with a "View All" button.



The screenshot displays the Competency Portal Dashboard. On the left, a sidebar menu includes: Dashboard, Manage Profile (My Profile, Admin Request, Competency Passport), Manage Up Skill (Assessment, Manage Training, User Manual, Reports). The main dashboard features a central profile card for 'Ram D' with details: Staff No. 65890, Designation DIRECTOR TEST 1, Division eTT Division Test. To the right, there are three sections: 'Passport' (Behavioral, Domain, Functional) all at 0%, 'All Certificates' (No certificate data available), and 'Upcoming Trainings' (Financial awareness, 26 Dec 2025 - 26 Dec 2025, National Communications Academy - Finance, Ghitom (Online)). The top right corner shows a user profile for 'Ram D' (DIRECTOR TEST 1) with options: View Profile (highlighted with a red box), Switch Position | DIRECTOR TEST 1, and Logout.

- 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

Area of Interests

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

Qualifications

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

Posting Details

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

Award Publications

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

Training Details

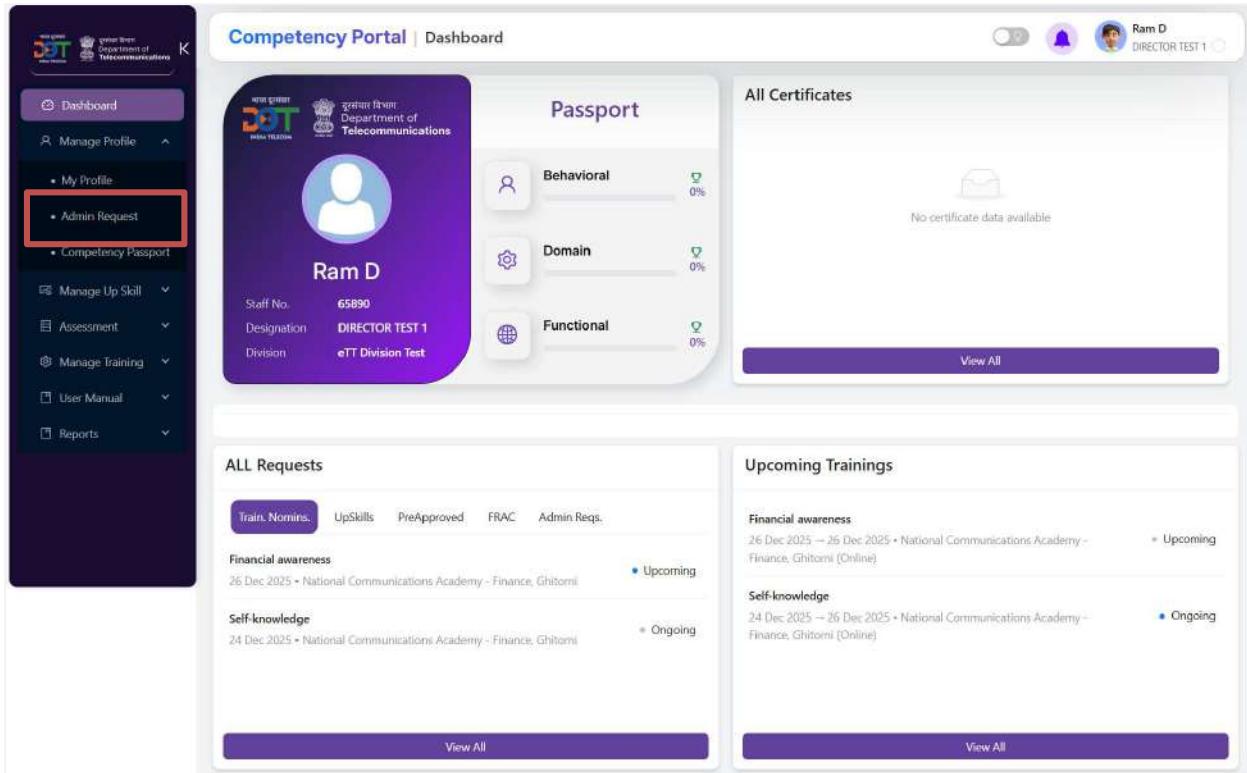
Sr.	Training Details	Action
1.	5G Domain	
2.	AI and ML	

My Competencies

Sr.	Competency Name	Action
1.	Prompt Engineering	
2.	AI	
3.	ML	
4.	SG	

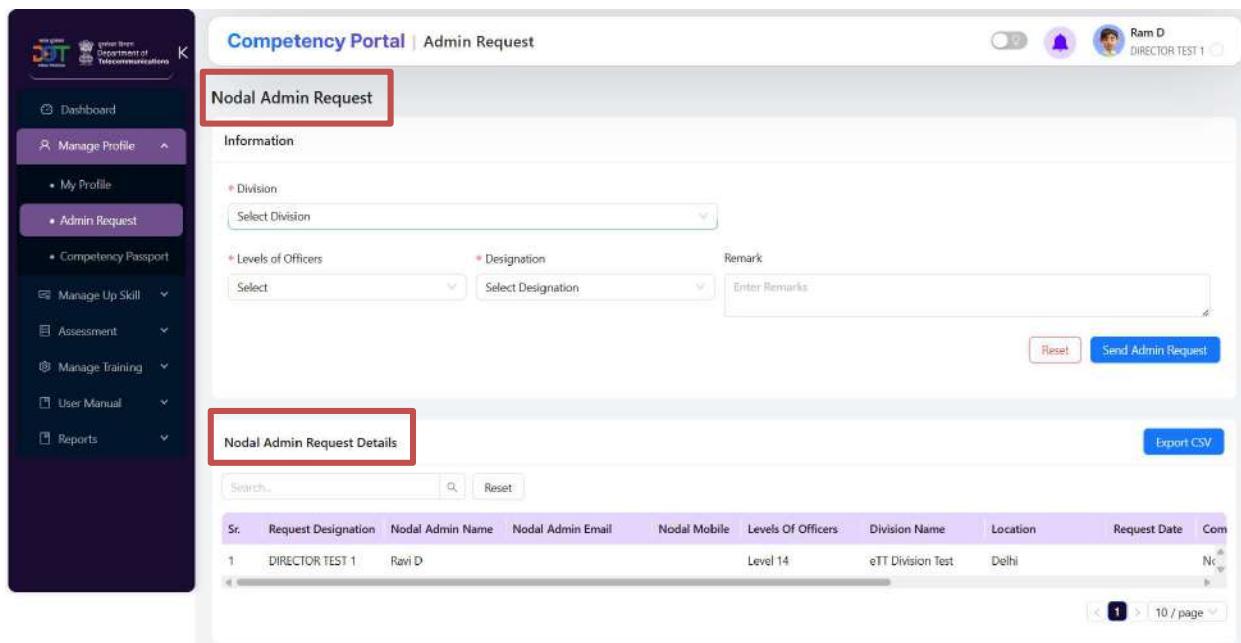
4.2.2 Send Admin Mapping to Nodal Admin

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



The screenshot displays the Competency Portal Dashboard. On the left, a sidebar menu is visible with various options like Dashboard, Manage Profile, Admin Request (which is highlighted with a red box), Manage Up Skill, Assessment, Manage Training, User Manual, and Reports. The main content area shows a profile summary for 'Ram D' (Staff No. 65890, Designation: DIRECTOR TEST 1, Division: eTT Division Test). Below the profile is a 'Passport' section with three categories: Behavioral, Domain, and Functional, each showing 0% completion. To the right is a 'All Certificates' section which is currently empty, stating 'No certificate data available'. Below these are two sections: 'ALL Requests' and 'Upcoming Trainings'. The 'ALL Requests' section lists 'Train. Nominis.', 'UpSkills', 'PreApproved', and 'FRAC' buttons, followed by two entries: 'Financial awareness' (Upcoming) and 'Self-knowledge' (Ongoing). The 'Upcoming Trainings' section lists 'Financial awareness' (Upcoming) and 'Self-knowledge' (Ongoing), each with a date range from 24 Dec 2025 to 26 Dec 2025, a location 'National Communications Academy - Finance, Ghitorni', and a status 'Upcoming' or 'Ongoing'.

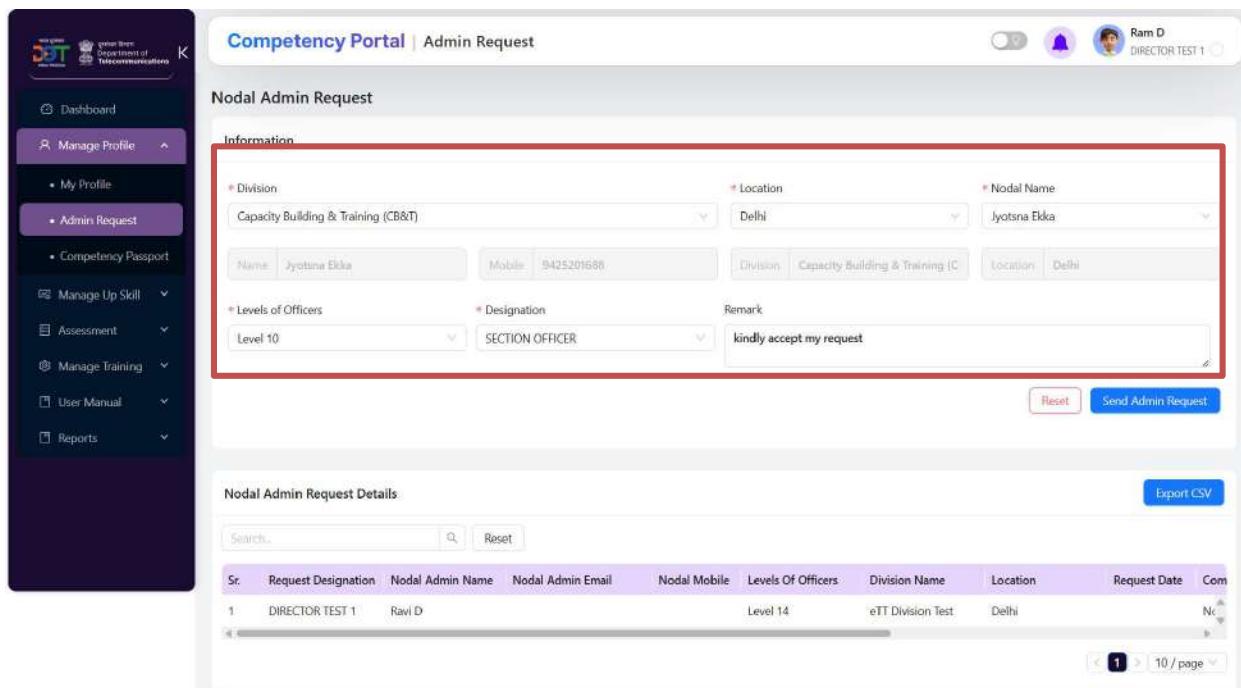
- On the Admin Request screen, if an officer is already mapped to a Nodal Admin (Reporting Officer), the details will be displayed in the Nodal Admin Request Details list. Otherwise, officer can initiate and submit a Nodal Mapping request. An officer can be mapped to more than one Nodal Admin (Reporting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



The screenshot shows the 'Competency Portal | Admin Request' page. On the left is a dark sidebar with various menu items. The main area is titled 'Nodal Admin Request' and contains an 'Information' section with dropdowns for 'Division', 'Levels of Officers', 'Designation', and a 'Remark' text area. Below this is a table titled 'Nodal Admin Request Details' with a single row of data. A red box highlights the 'Information' section and the table.

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		

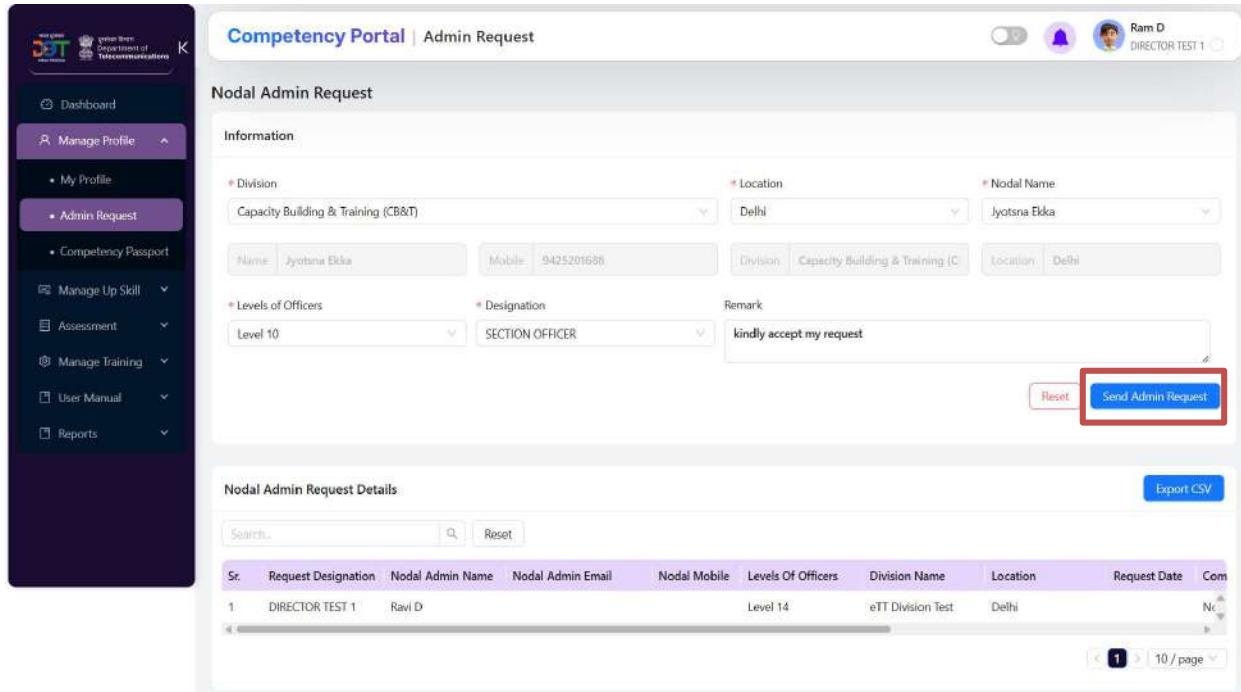
- To initiate the Nodal Admin (Reporting Officer) mapping request, select the Division, Location and Nodal Admin (Reporting Officer) from the dropdown menus. Then choose the Individual Officer level, Officer designation and enter the remarks, if any.



The screenshot shows the 'Competency Portal | Admin Request' page with the 'Nodal Admin Request' section highlighted by a red box. The 'Information' section contains filled-in data: Division (Capacity Building & Training (CB&T)), Location (Delhi), Nodal Name (Jyotsna Ekka), Name (Jyotsna Ekka), Mobile (9425201686), Designation (SECTION OFFICER), and Remark (kindly accept my request). Below this is a table titled 'Nodal Admin Request Details' with a single row of data. A red box highlights the 'Information' section and the table.

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		

- Click on the "Send Admin Request" button.



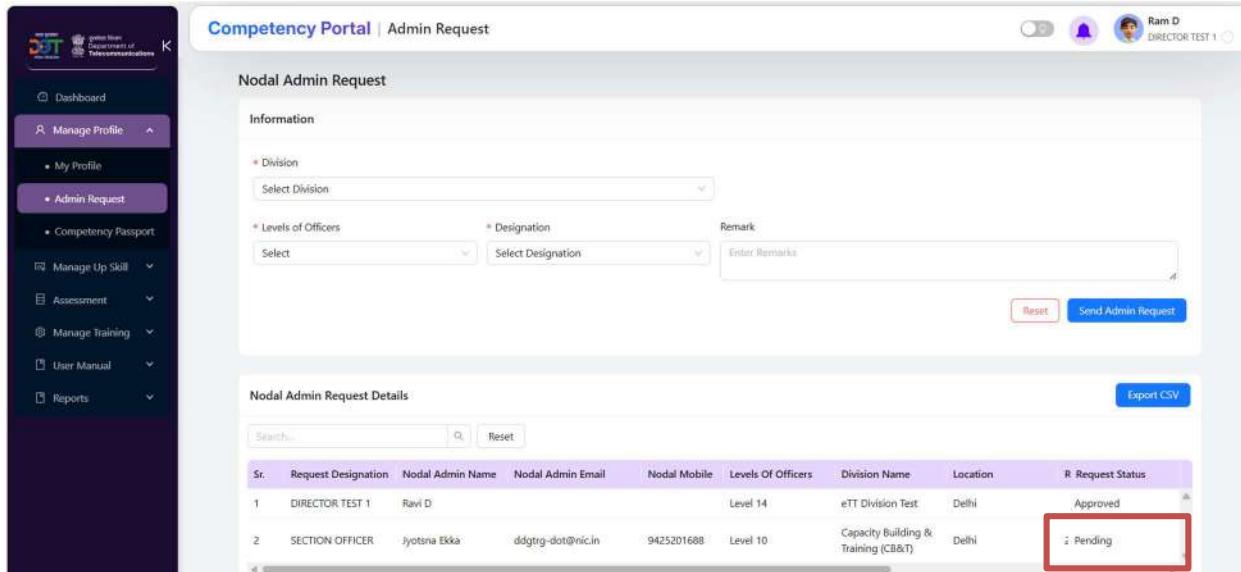
The screenshot shows the 'Competency Portal | Admin Request' page. The 'Information' section contains fields for 'Division' (Capacity Building & Training (CB&T)), 'Location' (Delhi), and 'Nodal Name' (Jyotsna Ekka). Below this, 'Name' (Jyotsna Ekka) and 'Mobile' (9425201688) are listed. The 'Levels of Officers' dropdown is set to 'Level 10' and the 'Designation' dropdown is set to 'SECTION OFFICER'. A 'Remark' field contains the text 'kindly accept my request'. At the bottom right of the form, the 'Send Admin Request' button is highlighted with a red box.

Nodal Admin Request Details

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		

Export CSV

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



The screenshot shows the 'Competency Portal | Admin Request' page. The 'Information' section is mostly empty, with 'Select Division' and 'Select' in the dropdowns. The 'Remark' field contains 'Enter Remarks'. At the bottom right of the form, the 'Send Admin Request' button is visible.

Nodal Admin Request Details

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	ddgtrg-dot@nic.in	9425201688	Level 10	Capacity Building & Training (CB&T)	Delhi	Pending

Export CSV

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

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 Elka	ddgtrg-dot@nic.in	9425201688	Level 10	Capacity Building & Training (CB&T)	Delhi	Approved

- 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.

Portal: Competency Portal

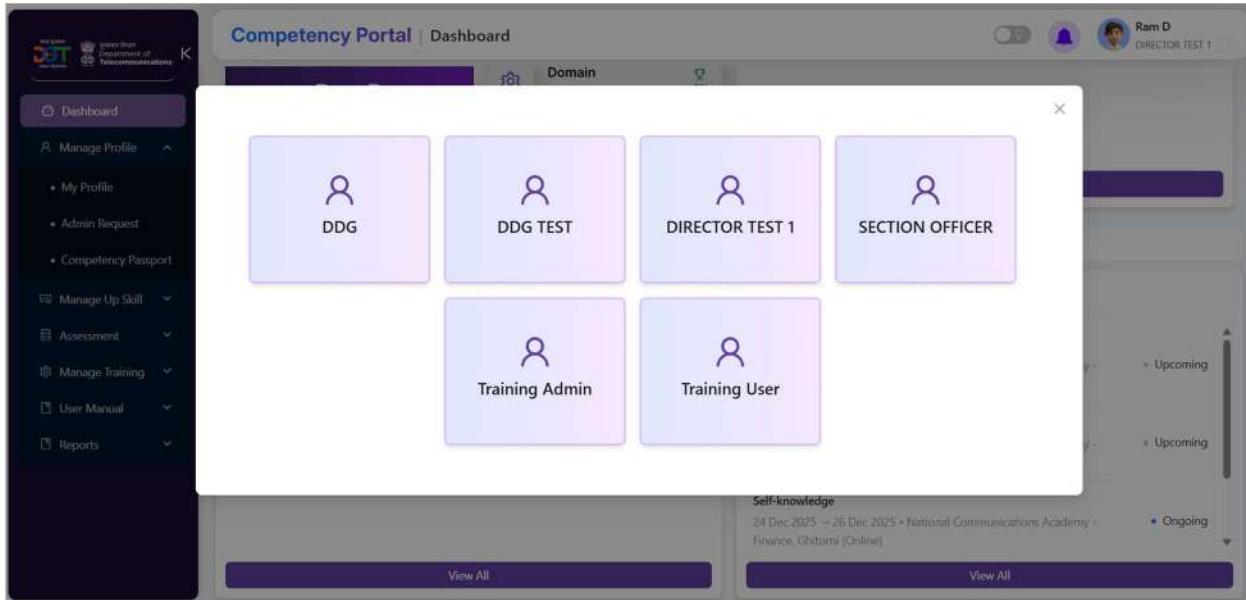
User Manual: Profile Management

The screenshot shows the Competency Portal Dashboard. At the top right, a user profile for 'Ram D' is displayed with a red box highlighting it. The dashboard features a central profile card for 'Ram D' with details: Staff No. 65890, Designation DIRECTOR TEST 1, and Division eTT Division Test. Below the profile is the 'Passport' section with three categories: Behavioral, Domain, and Functional, each showing 0% completion. The 'All Certificates' section indicates 'No certificate data available'. The 'ALL Requests' section lists 'Financial awareness' and 'Negotiating' under 'Upcoming' status. The 'Upcoming Trainings' section lists 'Financial awareness' and 'Negotiating' under 'Upcoming' status.

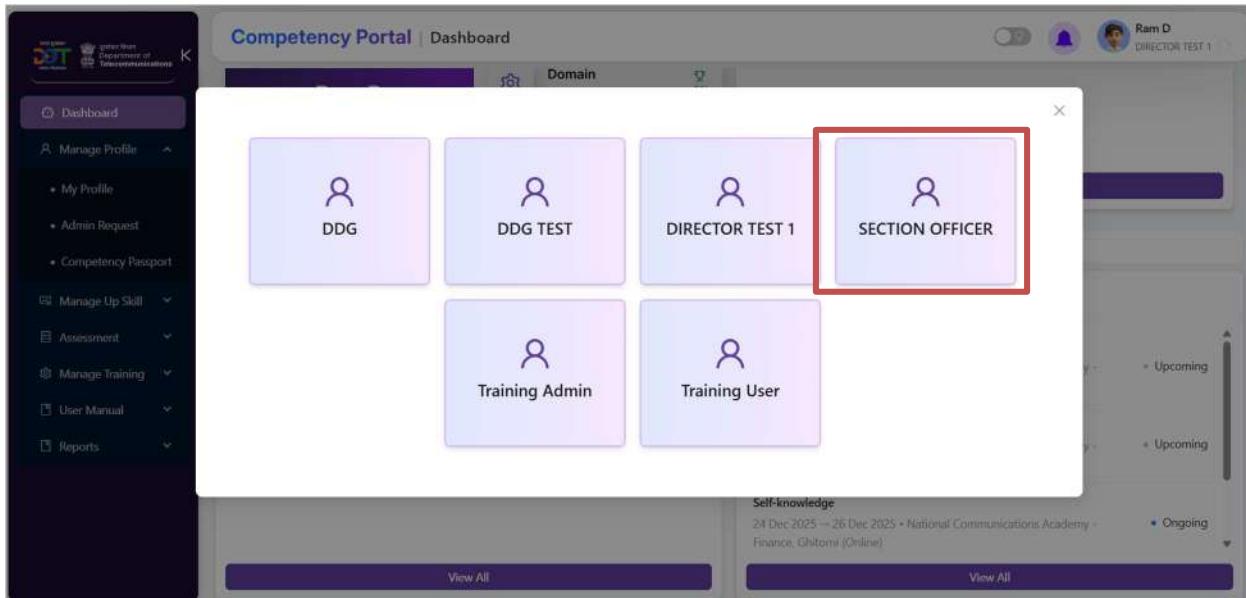
- Click on Switch Position (Switch Designation). This option is displayed only for officers who are holding more than one designation.

The screenshot shows the Competency Portal Dashboard with a context menu open at the top right. The menu items are 'View Profile', 'Switch Position | DIRECTOR TEST 1' (which is highlighted with a red box), and 'Logout'. The dashboard structure is identical to the previous screenshot, including the profile card for 'Ram D', the 'Passport' section, the 'All Certificates' section, the 'ALL Requests' section, and the 'Upcoming Trainings' section.

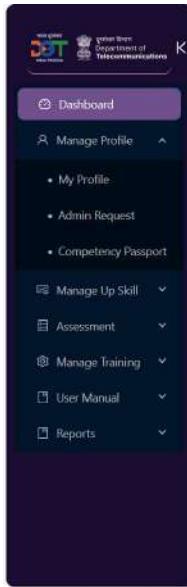
- The system will display the designation selection pop-up screen.



- 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.

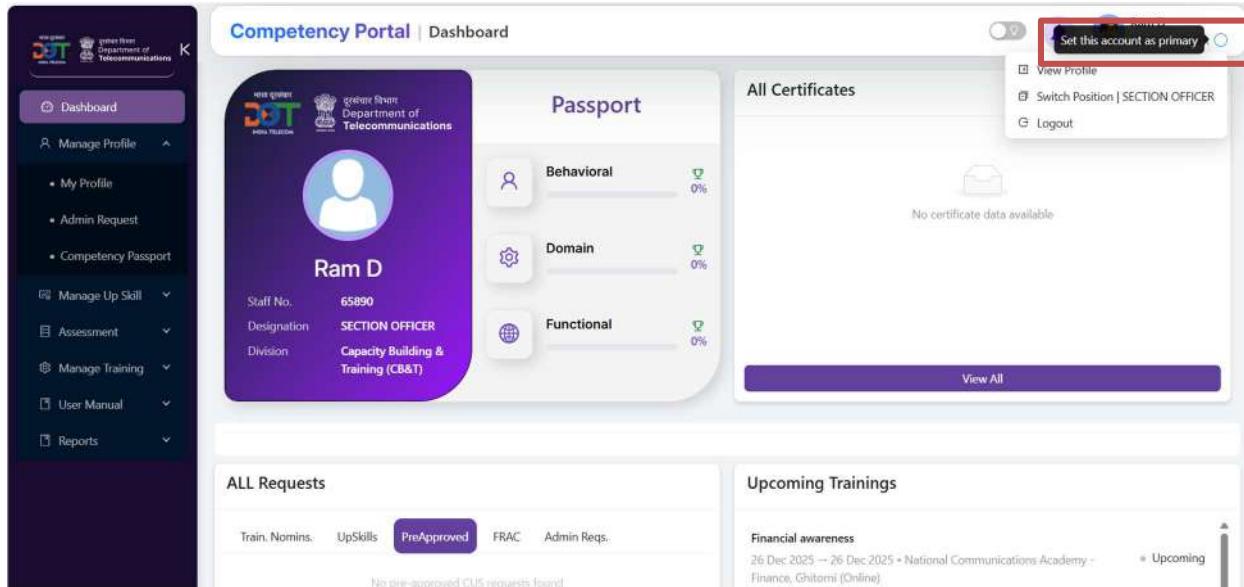


4.2.4 Set Primary Account (Profile)

- 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"

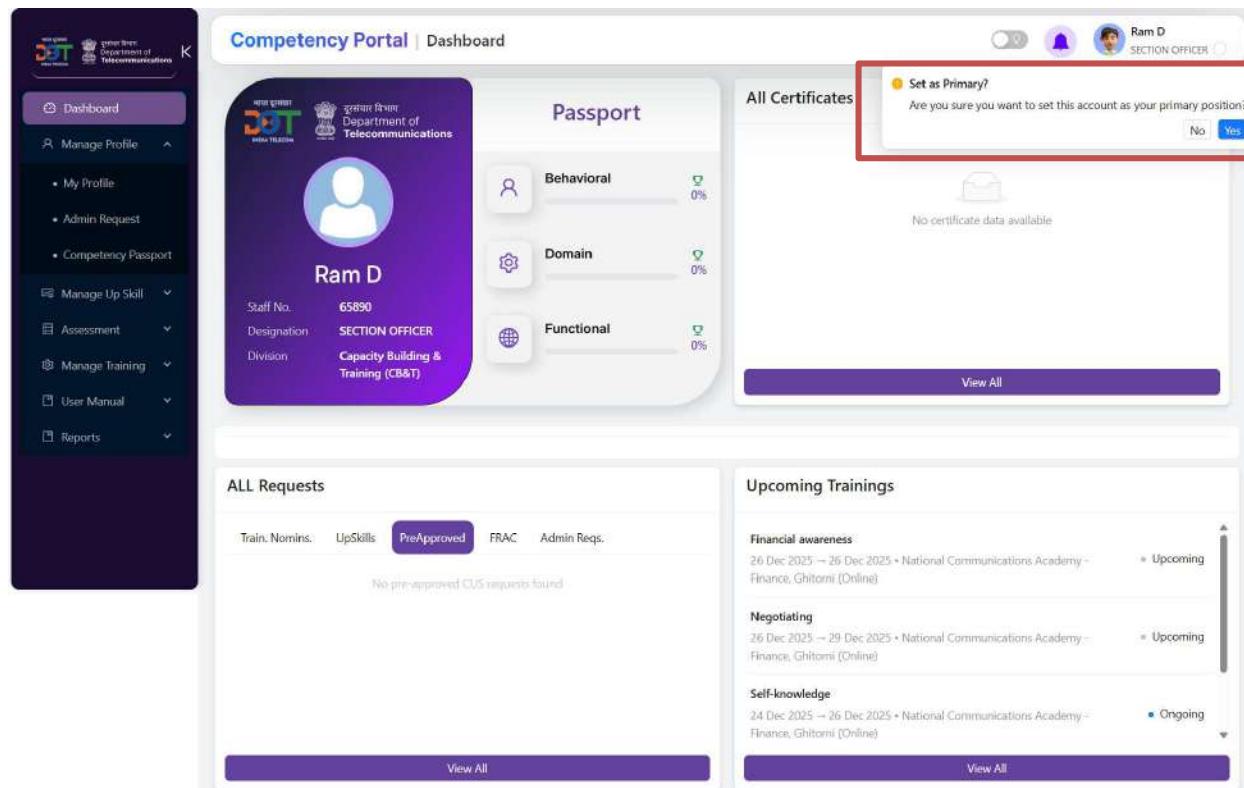
Portal: Competency Portal

User Manual: Profile Management



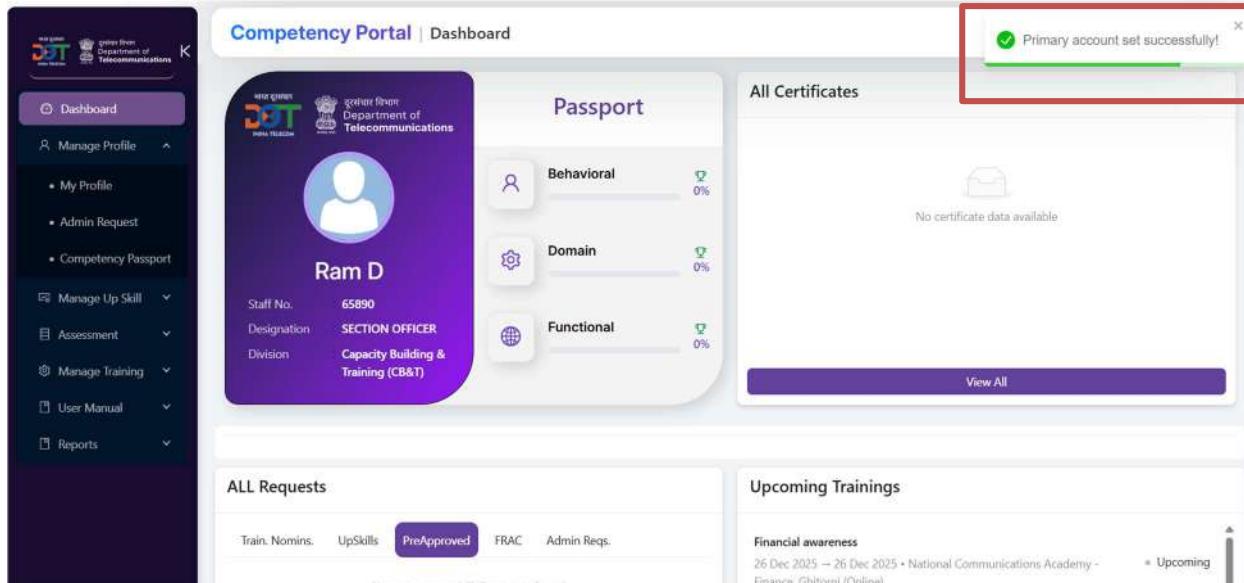
The screenshot shows the Competency Portal Dashboard. At the top right, there is a button labeled "Set this account as primary" with a red box around it. Below the button, there are links for "View Profile", "Switch Position | SECTION OFFICER", and "Logout". A section titled "All Certificates" shows "No certificate data available". On the left, a sidebar menu includes "Dashboard", "Manage Profile" (with sub-options "My Profile", "Admin Request", "Competency Passport"), "Manage Up Skill" (with sub-options "Assessment", "Manage Training", "User Manual", "Reports"), and "All Requests" (with sub-options "Train. Nominis.", "UpSkills", "PreApproved", "FRAC", "Admin Reqs."). The main content area displays a profile card for "Ram D" with staff number 65890, designation SECTION OFFICER, and division Capacity Building & Training (CB&T). Below the profile card, there are three sections: "Passport" (Behavioral, Domain, Functional), "All Requests" (No pre-approved CUS requests found), and "Upcoming Trainings" (Financial awareness, Negotiating, Self-knowledge).

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



The screenshot shows the Competency Portal Dashboard with a confirmation dialog box titled "Set as Primary?" in the top right corner. The dialog asks "Are you sure you want to set this account as your primary position?" with "No" and "Yes" buttons. The rest of the dashboard is identical to the previous screenshot, including the sidebar menu, profile card for "Ram D", and the "All Requests" and "Upcoming Trainings" sections.

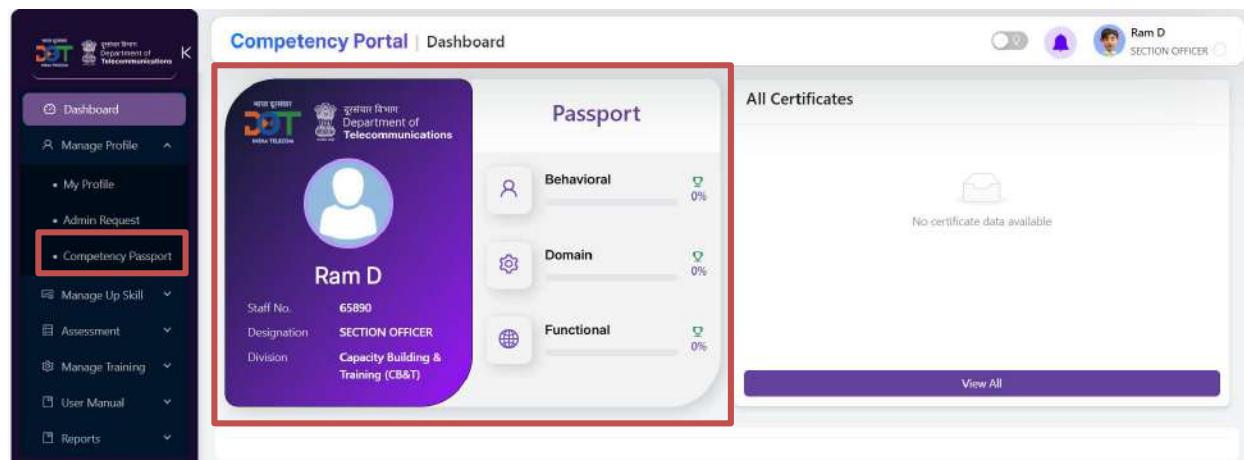
➤ The Primary Account set successfully.



The screenshot shows the Competency Portal Dashboard. On the left is a sidebar with various menu items. The main area features a purple header with the DOT logo and the text 'Competency Portal | Dashboard'. Below the header is a circular profile placeholder for 'Ram D'. To the right of the profile are details: Staff No. 65890, Designation SECTION OFFICER, and Division Capacity Building & Training (CB&T). To the right of the profile is a 'Passport' section with three categories: Behavioral, Domain, and Functional, each with a progress bar at 0%. Below the passport is a 'All Certificates' section which is currently empty. At the bottom of the dashboard are sections for 'ALL Requests' and 'Upcoming Trainings'.

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.

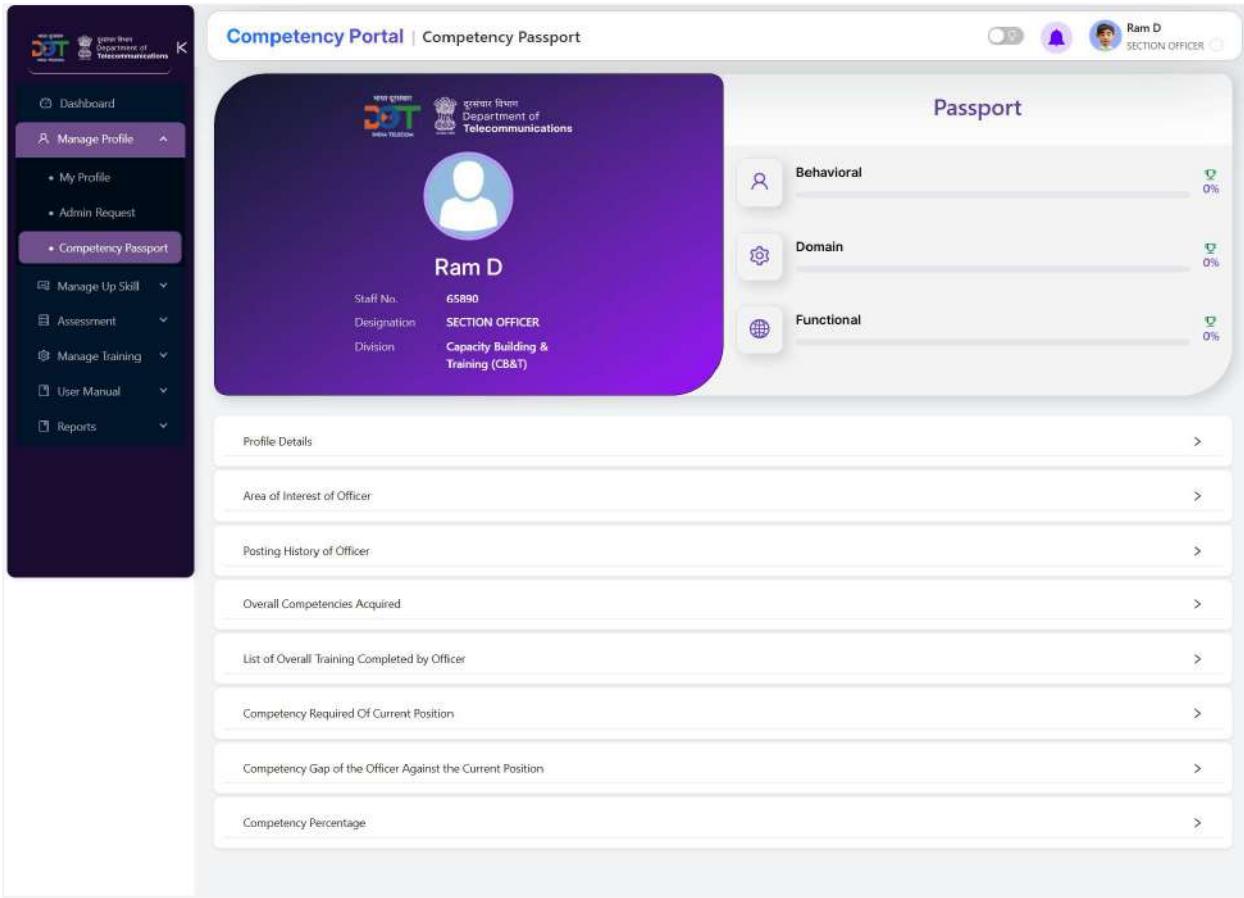


This screenshot is similar to the one above, showing the Competency Portal Dashboard. The difference is that the 'Competency Passport' tab in the sidebar is highlighted with a red box, and the 'Passport' card on the dashboard is also highlighted with a red box. The rest of the interface is identical to the previous screenshot.

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

Portal: Competency Portal

User Manual: Profile Management



The screenshot displays the Competency Portal's Profile Management section. The sidebar on the left shows a navigation menu with options like Dashboard, Manage Profile, Competency Passport, Manage Up Skill, Assessment, Manage Training, User Manual, and Reports. The main content area is titled 'Competency Portal | Competency Passport'. It features a purple header with the DOT logo and 'Department of Telecommunications' text. Below this is a circular profile placeholder for 'Ram D'. To the right of the placeholder, the name 'Ram D' is displayed, along with 'Staff No. 65890', 'Designation SECTION OFFICER', and 'Division Capacity Building & Training (CB&T)'. The main content area is titled 'Passport' and contains three sections: 'Behavioral' (0%), 'Domain' (0%), and 'Functional' (0%). Below the passport section is a 'Profile Details' section with the following items: 'Area of Interest of Officer', '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', and 'Competency Percentage'.

- 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.

Portal: Competency Portal

User Manual: Profile Management

The screenshot displays the Competency Portal interface, specifically the Profile Management section for Officer Ram D. The top navigation bar includes the portal logo, a search bar, and a user profile for Ram D (Section Officer). The main content area is divided into several sections:

- Passport:** Shows three progress bars: Behavioral (0%), Domain (0%), and Functional (0%).
- Profile Details:** A table with the following data:

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: N/A
To Date: N/A			
- Area of Interest of Officer:** A table showing Officer Ram D's interests:

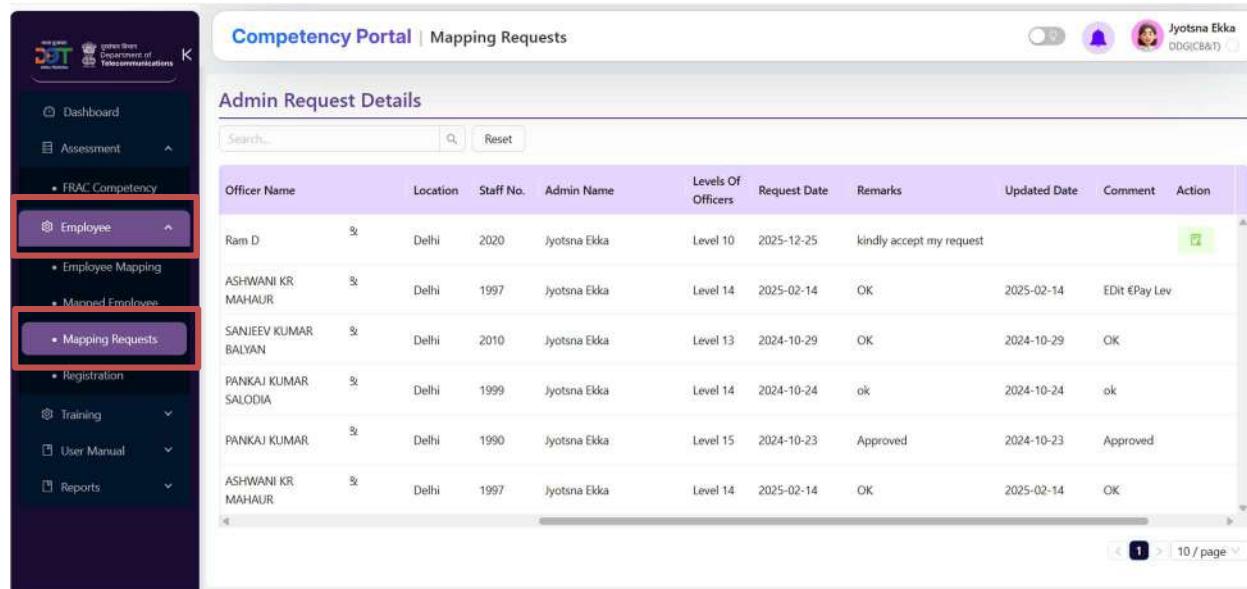
Sr.	Area of Interest
1.	5G technology trials
2.	Mobile Access Technology
3.	Emerging Technologies - Blockchain

Page navigation: 1 2 10 / page
- Posting History of Officer:** A list of officer postings.
- Overall Competencies Acquired:** A list of acquired competencies.
- List of Overall Training Completed by Officer:** A list of completed training modules.
- Competency Required Of Current Position:** A list of required competencies for the current position.
- Competency Gap of the Officer Against the Current Position:** A list of competency gaps.
- Competency Percentage:** A list of competency percentages.

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

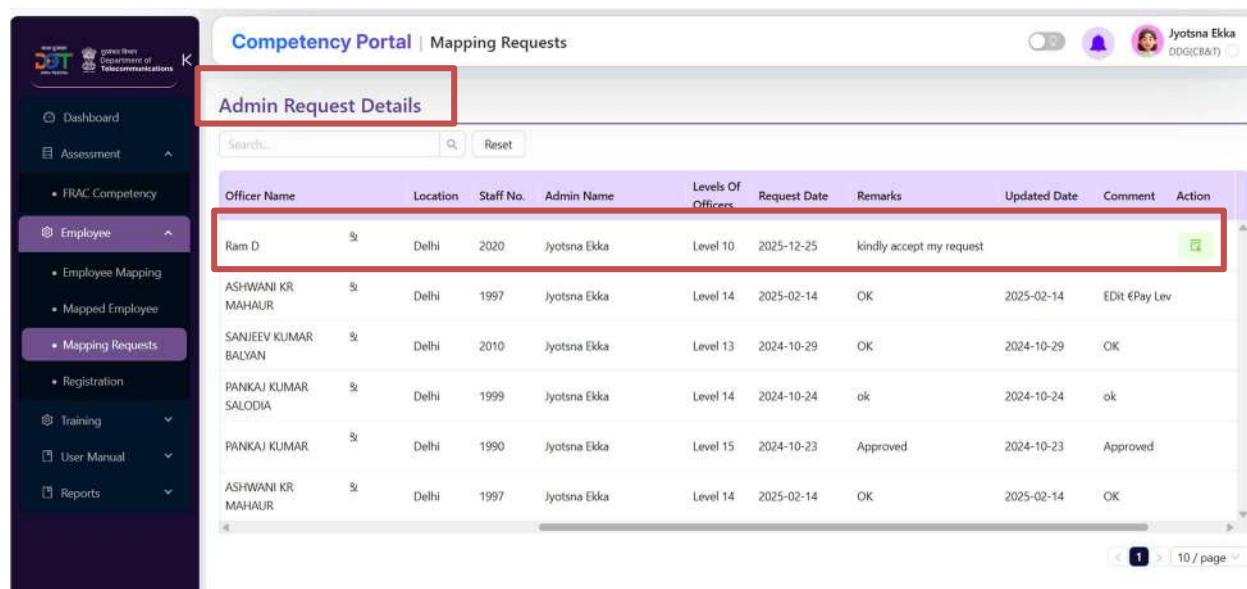
4.3.1 View and take-action on Admin Mapping Requests Received from Individual Officers

- 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"



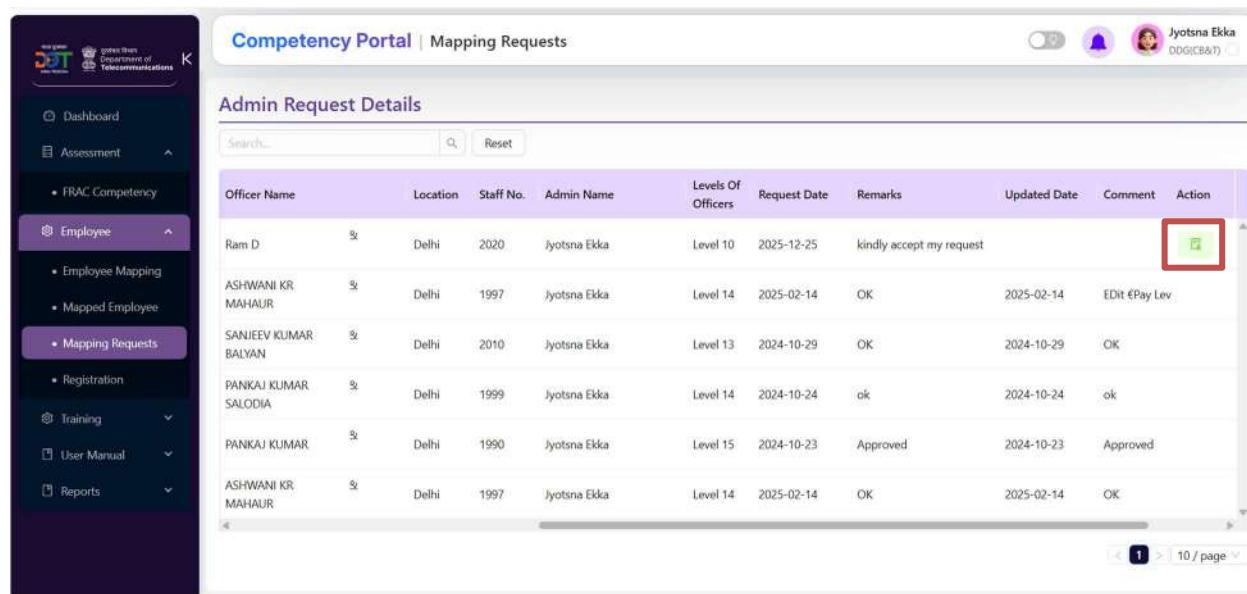
Officer Name	Location	Staff No.	Admin Name	Levels Of Officers	Request Date	Remarks	Updated Date	Comment	Action
Ram D	Delhi	2020	Jyotsna Ekka	Level 10	2025-12-25	kindly accept my request			
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	EDit EPay Lev	
SANJEEV KUMAR BALYAN	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	

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



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	

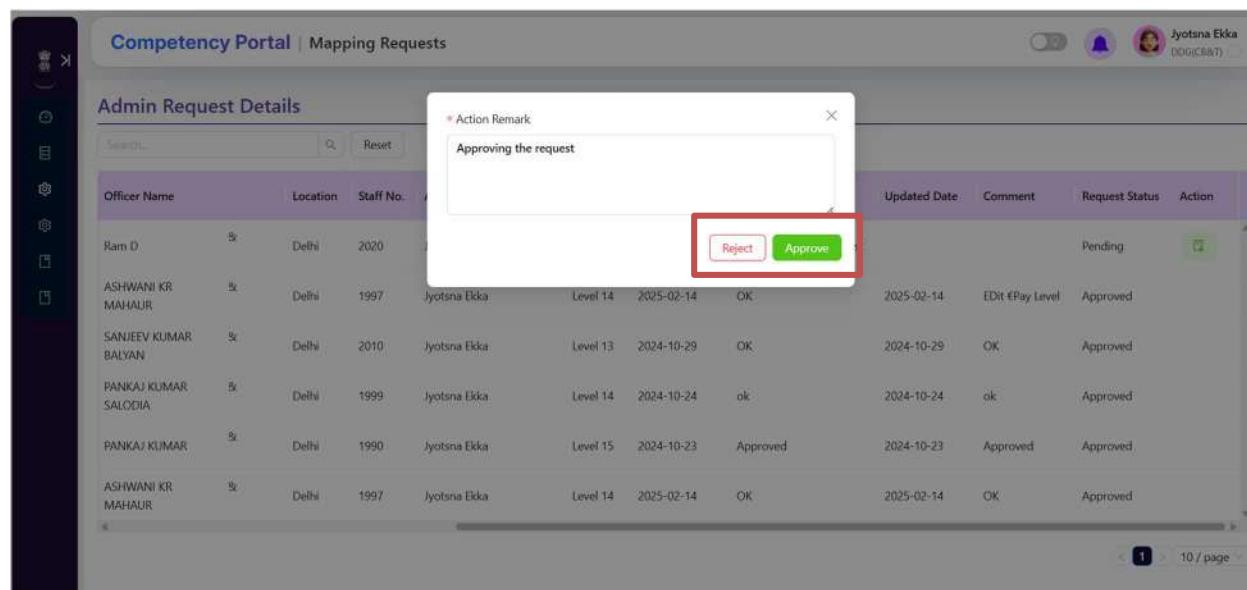
➤ Click on the “Take Action” icon under the Action column



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 Pay Level	
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	

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



Admin Request Details

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	2025-02-14	OK	2025-02-14	EDIT Pay Level	Pending	
ASHWANI KR MAHAUR	Delhi	1997	Jyotsna Ekka	Level 14	2025-02-14	OK	2025-02-14	EDIT Pay Level	Approved	
SANJEEV KUMAR BALYAN	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.

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

- 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).

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

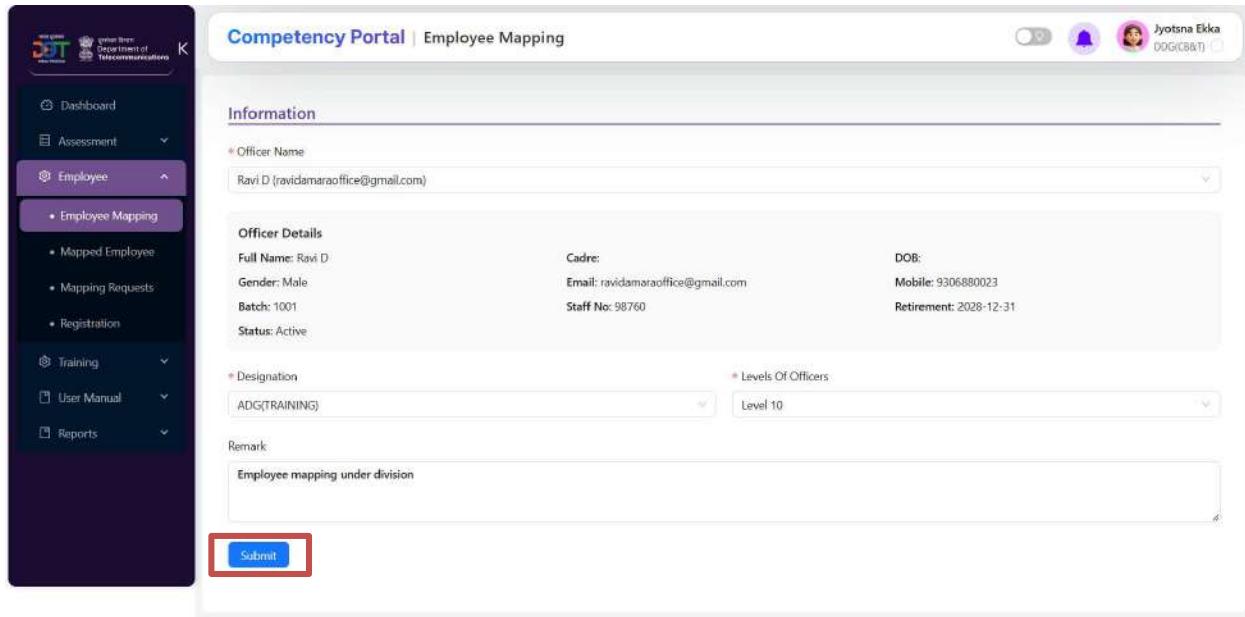
- Once approved, the officer will be mapped under the Division Nodal Authority. The list of mapped officers can be viewed by clicking Mapped Employee (Officer) under Manage Employee (Officer).

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)

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

➤ Click on the Submit button.



The screenshot shows the 'Competency Portal | Employee Mapping' page. On the left is a dark sidebar with navigation options: Dashboard, Assessment, Employee (selected), Training, User Manual, and Reports. Under 'Employee', there are sub-options: Mapped Employee (selected), Mapping Requests, and Registration. The main content area is titled 'Information'. It contains fields for 'Officer Name' (Ravi D (ravidamaraoffice@gmail.com)), 'Officer Details' (Full Name: Ravi D, Cadre: ADG(TRAINING), Gender: Male, Email: ravidamaraoffice@gmail.com, Batch: 1001, Staff No: 98760, Status: Active, DOB: 1985-01-01, Mobile: 9306880023, Retirement: 2028-12-31), 'Designation' (ADG(TRAINING)), 'Levels Of Officers' (Level 10), and a 'Remark' section (Employee mapping under division). A blue 'Submit' button is at the bottom, with a red box drawn around it.

➤ 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).

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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	

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

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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	

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

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

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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	

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

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	
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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	

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

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

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

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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	

4.3.5 View Competency Passport of Mapped Employee (Officer)

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

Ministry of
Information and
Communication
Technology
Government of India

Department of
Telecommunications

K

Competency Portal | Mapped Employee

Dashboard

Assessment

FRAC Competency

Employee

- Employee Mapping
- Mapped Employee
- Mapping Requests
- Registration

Training

User Manual

Reports

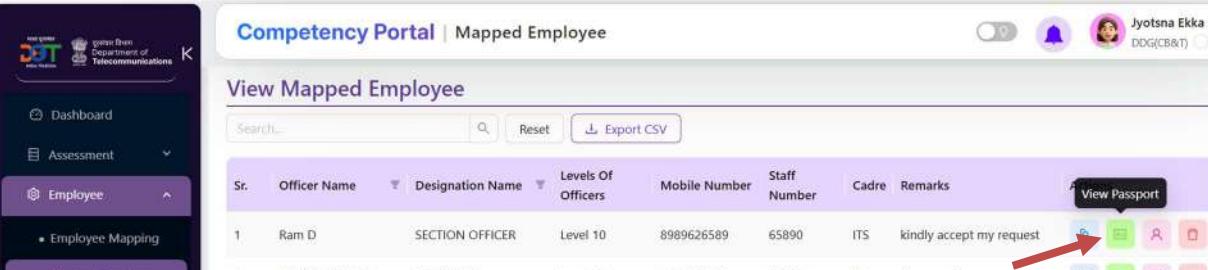
View Mapped Employee

Search...

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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	   

1 10 / page

- 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

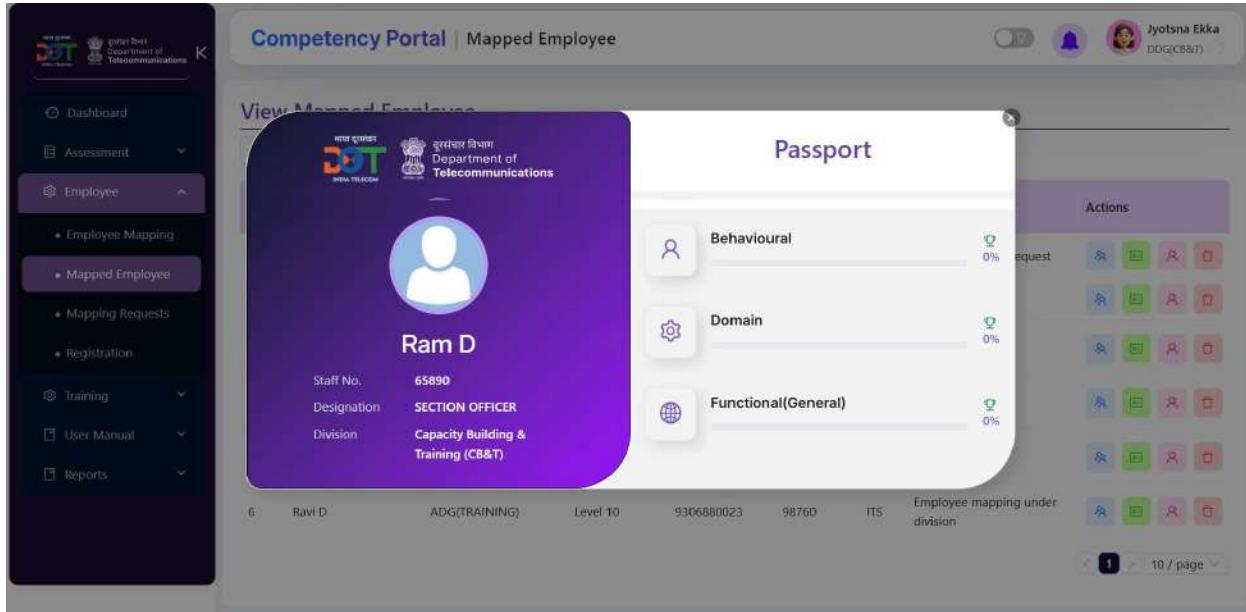


Competency Portal | Mapped Employee

View Mapped Employee

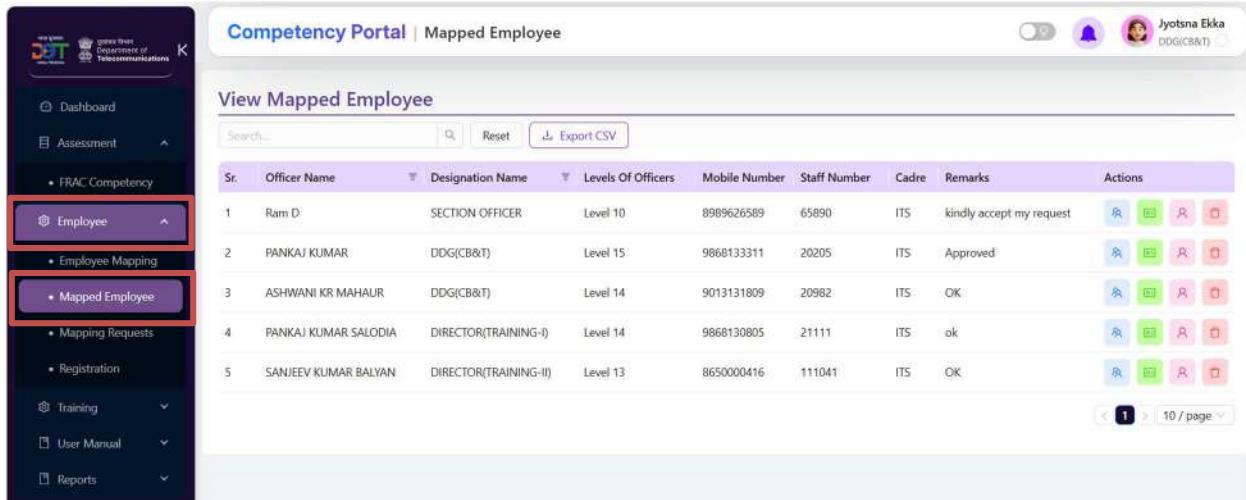
Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	View Passport
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809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

- The system displays the officer's Competency Passport.

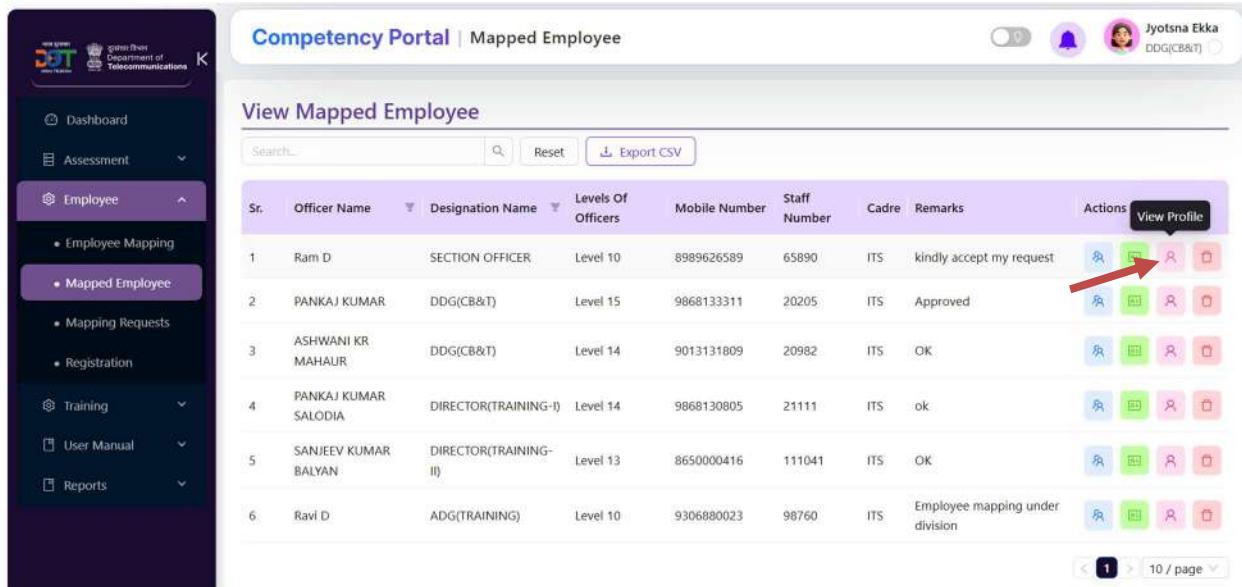


4.3.6 View Profile of Mapped Employee (Officer)

- 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



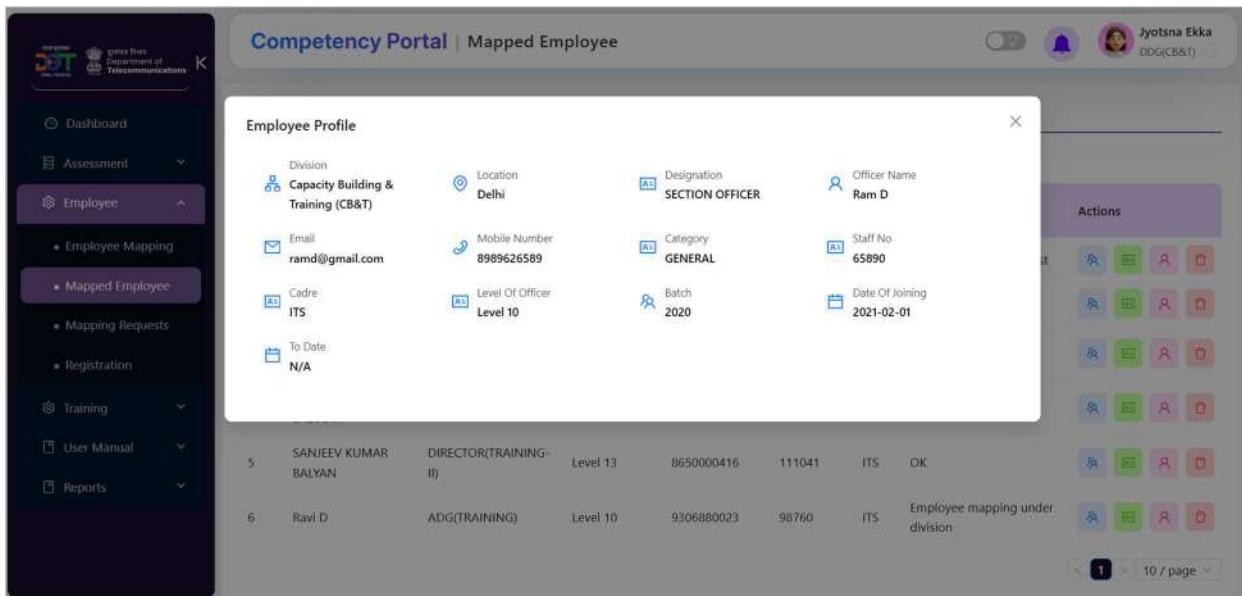
Competency Portal | Mapped Employee

View Mapped Employee

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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	  
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	  

< 1 > 10 / page

- The system displays the officer's profile details.



Competency Portal | Mapped Employee

Employee Profile

Division	Location	Designation	Officer Name
Capacity Building & Training (CB&T)	Delhi	SECTION OFFICER	Ram D
Email	Mobile Number	Category	Staff No
ramd@gmail.com	8989626589	GENERAL	65890
Cadre	Level Of Officer	Batch	Date Of Joining
ITS	Level 10	2020	2021-02-01
To Date			
N/A			

Actions

< 1 > 10 / page

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

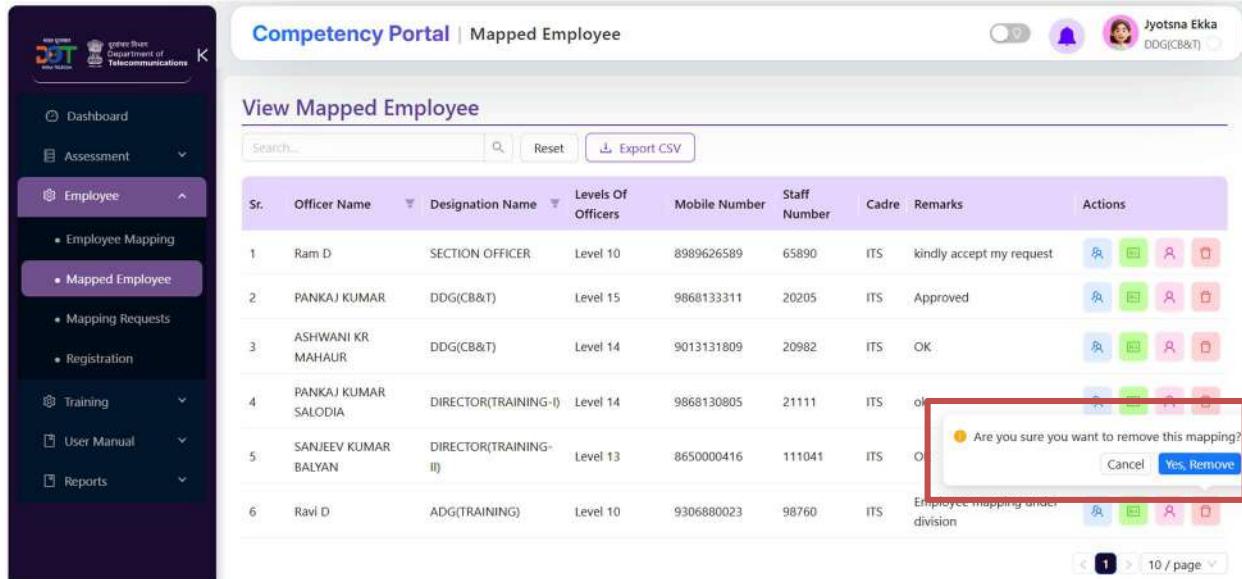
- Click on the Mapped Employee (Officer) under Manage Employee (Officer).

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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	

➤ 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

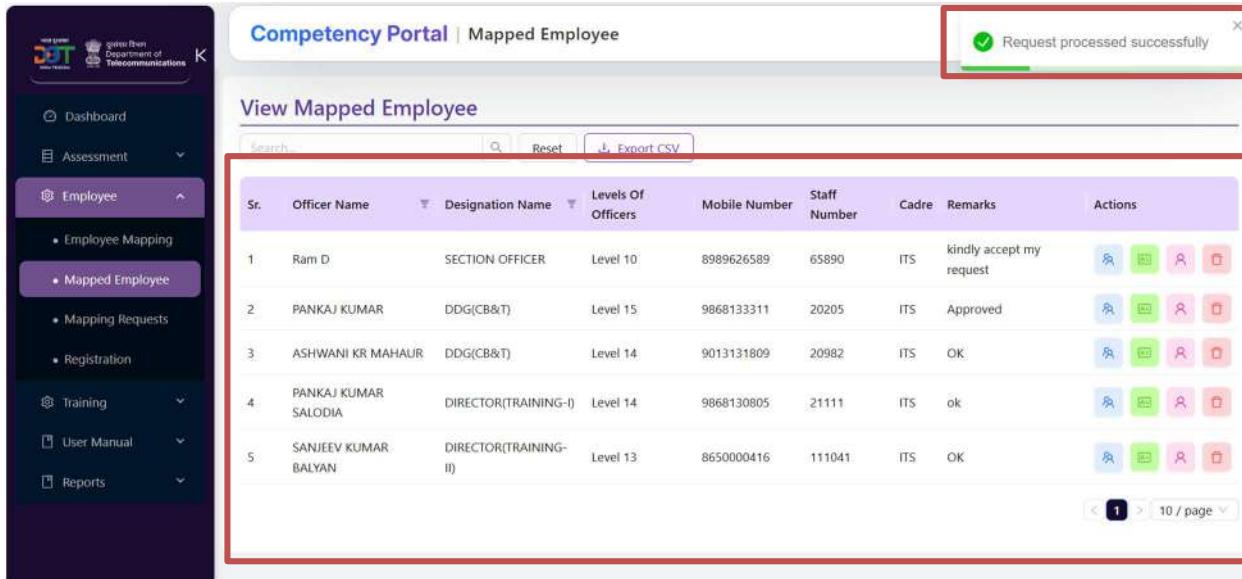
Sr.	Officer Name	Designation Name	Levels Of Officers	Mobile Number	Staff Number	Cadre	Remarks	Actions
1	Ram D	SECTION OFFICER	Level 10	8989626589	65890	ITS	kindly accept my request	
2	PANKAJ KUMAR	DDG(CB&T)	Level 15	9868133311	20205	ITS	Approved	
3	ASHWANI KR MAHAUR	DDG(CB&T)	Level 14	9013131809	20982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

➤ Click “Yes Remove” to confirm the action



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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	   
6	Ravi D	ADG(TRAINING)	Level 10	9306880023	98760	ITS	Employee mapping under division	   

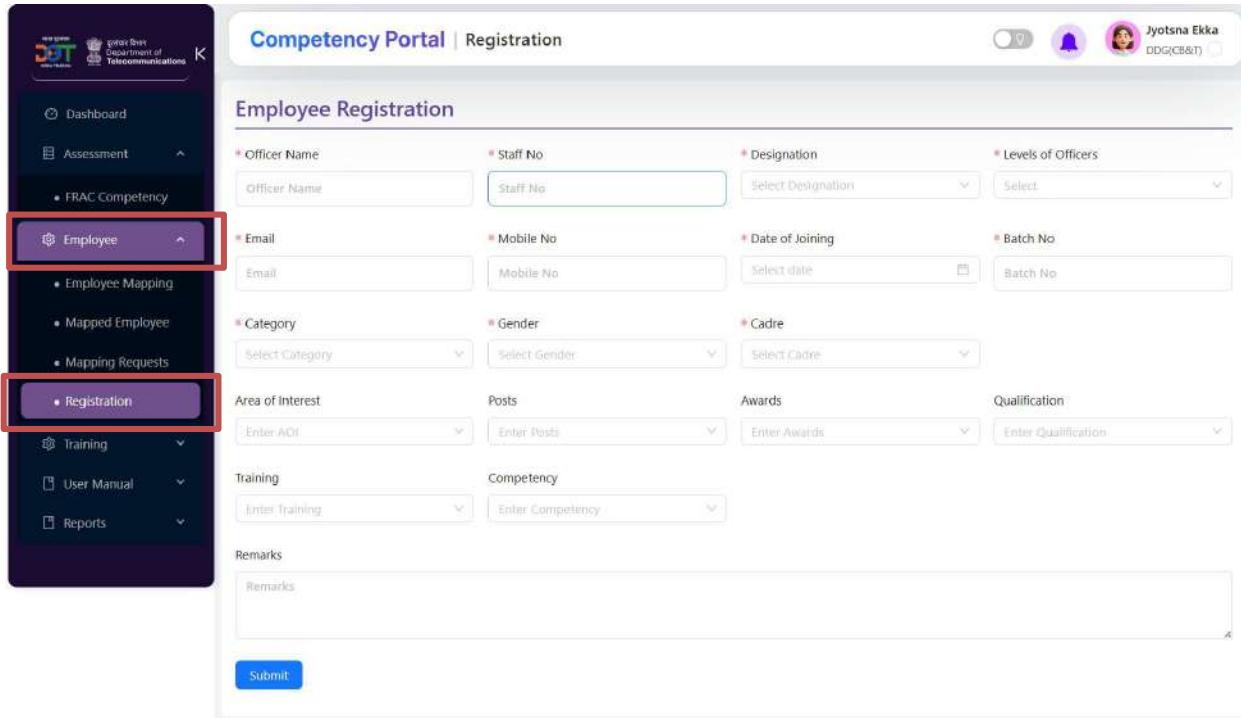
- Upon successful unmapping, the previously mapped employee (officer) will be removed from the **Mapped Employee (Officer)** list.



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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	   

4.3.8 Onboarding or Registration of New Employees (Officers)

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



Employee Registration

Officer Name: Officer Name (Input field)

Staff No: Staff No (Input field)

Designation: Select Designation (Dropdown)

Levels of Officers: Select (Dropdown)

Email: Email (Input field)

Mobile No: Mobile No (Input field)

Date of Joining: Select date (Input field)

Batch No: Batch No (Input field)

Category: Select Category (Dropdown)

Gender: Select Gender (Dropdown)

Cadre: Select Cadre (Dropdown)

Area of Interest: Enter AOf (Input field)

Posts: Enter Posts (Input field)

Awards: Enter Awards (Input field)

Qualification: Enter Qualification (Input field)

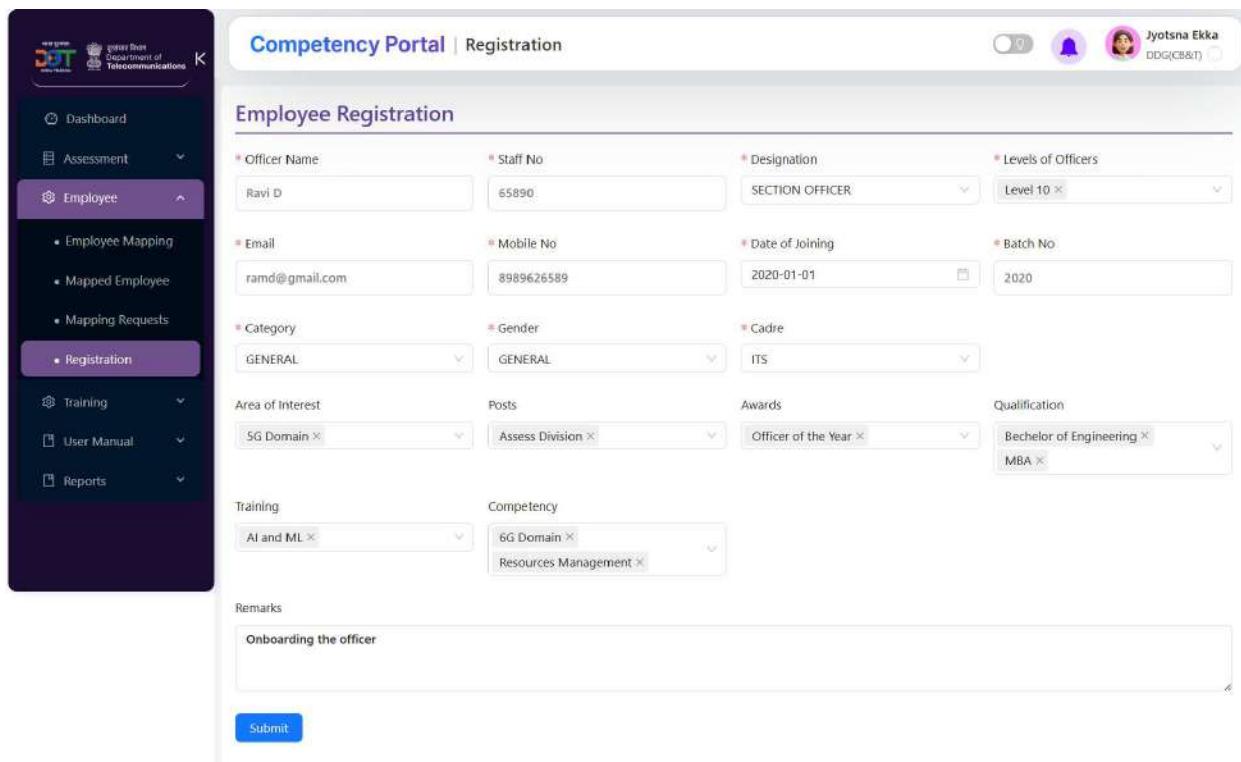
Training: Enter Training (Input field)

Competency: Enter Competency (Input field)

Remarks: Remarks (Text area)

Submit

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



Employee Registration

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

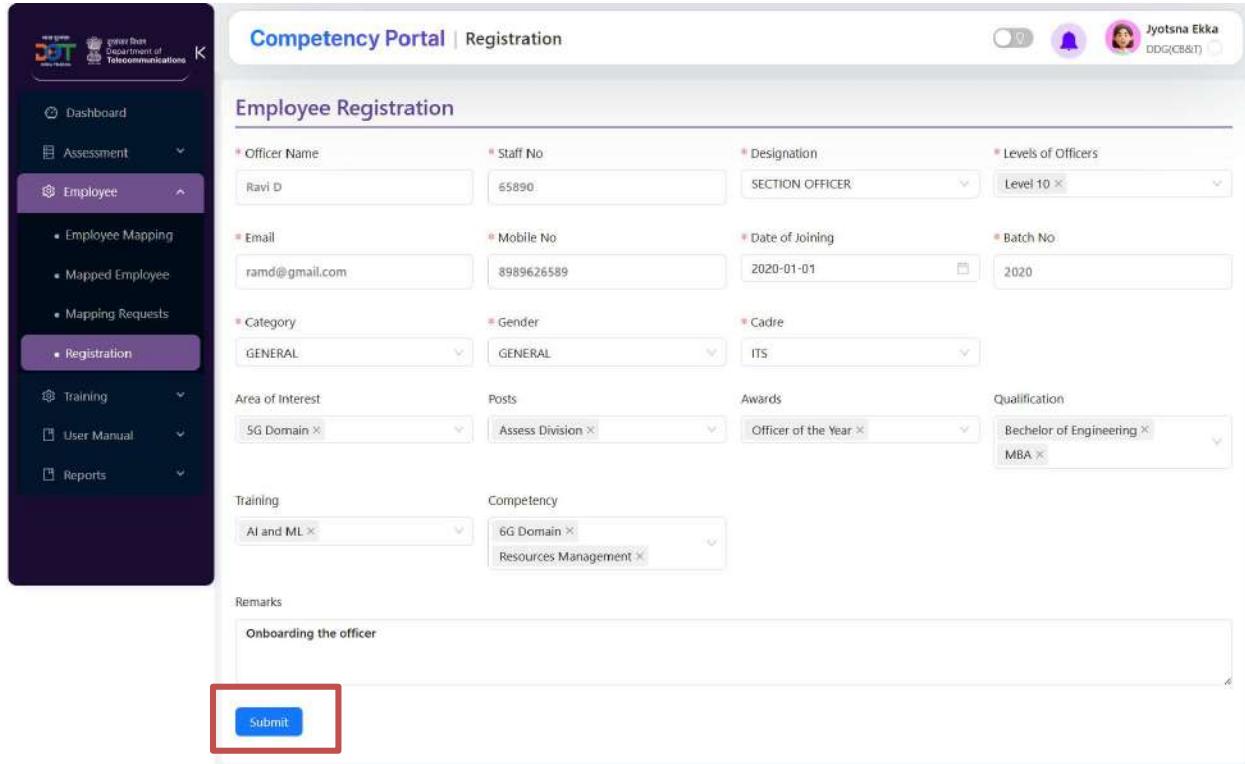
Training: AI and ML

Competency: 6G Domain, Resources Management

Remarks: Onboarding the officer

Submit

➤ Click on the Submit button



The screenshot shows the 'Employee Registration' page of the Competency Portal. The page has a header with the portal logo and a user profile. The main form 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: SG 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 box highlights the 'Submit' button 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).

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 BALYAN	DIRECTOR(TRAINING-II)	Level 13	8650000416	111041	ITS	OK	

Thank You