

Tr-13/29/2022-Training-DOP
Government of India
Ministry of Communications
Department of Posts
(Training Division)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Date: 30.12.2025

Office Memorandum

Subject: Registration, Profile Transfer, and Verification on iGOT Karmayogi Portal- **Urgent Action Required.**

This is in continuation of this office's earlier communication dated 12.03.2025, 26.03.2025, 27.05.2025, 07.08.2025, 22.09.2025, and the DO letter dated 12.11.2025 regarding the verification of the user profile on the iGOT Portal.

2. It is imperative to inform that all employees are required to complete the mandatory courses and comprehensive assessment on the iGOT Karmayogi Portal for the current APAR year. The completion status of these mandatory courses will be reflected in their APARs. To ensure this, it is mandatory that the profiles of all working employees are verified and available under the respective Circles/PTCs/RAKNPA/CEPT/Postal Directorate on the iGOT Portal, so that the mandatory courses appear correctly in their respective profiles.

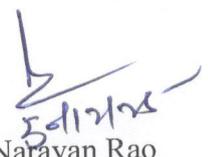
3. Therefore, all employees are advised to ensure that their iGOT profiles are properly updated in all aspects, verified, and available under the respective Circle/PTC/RAKNPA/CEPT/Postal Directorate as per the enclosed **Annexure-II & Annexure-II-A**. The list of designations available on the iGOT Portal is enclosed as **Annexure-III**. Any non-reflection of mandatory course completion in the APAR shall be the responsibility of the concerned employee.

4. Since the "Department of Posts" MDO is an **L1/Parent MDO**, there should be no users mapped under it. All existing users currently mapped under the "Department of Posts" MDO (users may verify the MDO name by clicking on their profile; the MDO name appears below the employee name) are required to transfer their profiles to their respective **Circles / PTCs / RAKNPA / CEPT / Postal Directorate** on or before **10.01.2026**.

5. In case of any queries or for assistance, please contact missionkarmayogi.dop@indiapost.gov.in.

This issues with the approval of the Competent Authority.

Enclosures:
Annexure- II, II-A & III


Ashutosh Narayan Rao
ADG (CP & Training)

To
All employees through the e-office and the India Post website.

Copy to: -

1. Sr. PPS to Secretary (Posts)/DGPS
2. Sr. PPS to Member (PSB)
3. PPS to Sr. DDG(PAF)/ Sr. DDG (Vigilance)/CGM(Parcel & CSS)/CGM(PLI)
4. All Heads of Circles/ Director (RAKNPA)/GM (CEPT)
5. All DDGs/GMs/JS & FA
6. Director, PTCs (all)
7. Incharge- RTCs
8. Office Copy

Annexure-II

Registration, Verification & Transfer of User Profile on iGOT Portal

Training Division, Department of Posts



Step-by-step Process for



1. **Registration on iGOT**
2. **Profile Transfer**
3. **Profile Verification**

Please ensure that your iGOT profile is transferred to the concerned MDO (Circle/ CEPT/ PTCs/ RAKNPA/ Postal Directorate) before initiating the profile update.



Registration on iGOT



- Visit to URL: <https://portal.igotkarmayogi.gov.in/page/home>
- OR
- Log in through the iGOT Karmayogi App
- Log in with Password: Login with your email ID and Password
- Login with OTP: Login with your registered Mobile No. & OTP

Case –I

- Please attempt to log in using your current mobile number or email ID registered with iGOT. If the login is unsuccessful, you may try using an alternate mobile number or email ID that you may have used in the past.

Case –II

If you are not able to log in, share details (Name, DOB, CSI ID, Mobile No., Email, Desig, Group) with your organization, i.e., your Circle Office, or CEPT/PTC/RAKNPA (if posted in CEPT /PTC /RAKNPA)

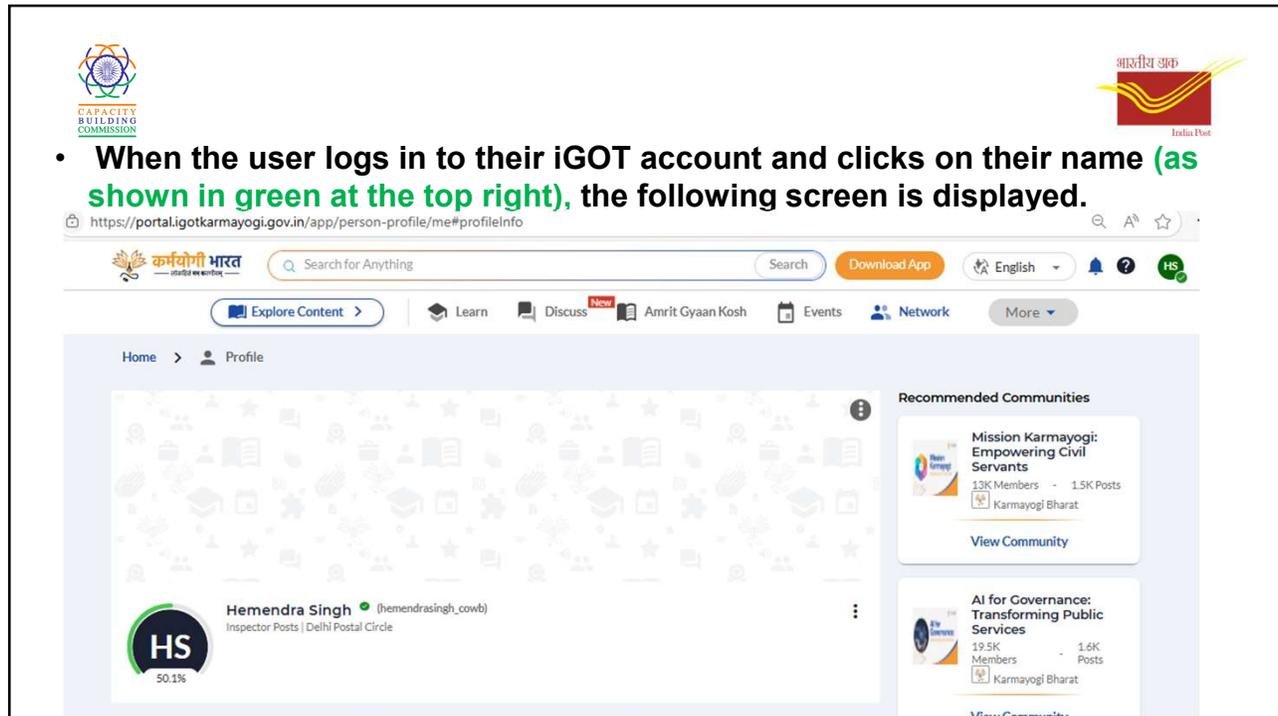


Transfer Request Profile : Step by Step



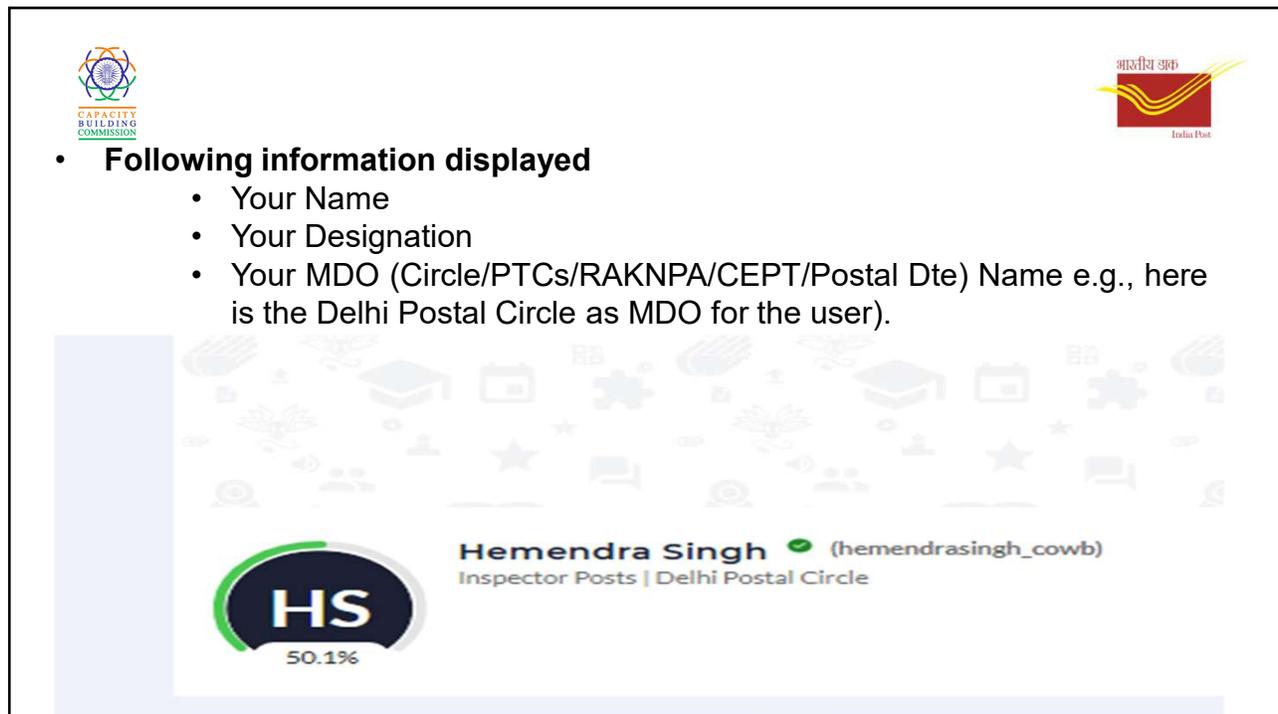
- Log in User Account through URL: <https://portal.igotkarmayogi.gov.in/page/home>

The screenshot displays the user interface of the iGOT Karmayogi portal. At the top, there is a search bar and navigation options like 'Explore Content', 'Learn', 'Discuss', 'Amrit Gyaan Kosh', 'Events', and 'Network'. The user profile for 'Ashish' is visible, showing 1 In Progress course, 0 Certificates, and 0 Learning hours. The user has 5 Karma Points, is ranked 78th, and has completed 0 Weekly Claps. Below the profile, there are sections for 'My Learning' and 'My Space'. The 'My Space' section shows 'Trending in your department' with three courses: 'ಭಾರತೀಯ ಸಾಕ್ಷ್ಯ ಅಧಿನಿಯಮಂ 2023' (15m 54s), 'Prevention of Needle Stick Injury' (19m 15s), and 'NIGHT PATROL POLICE DUTY' (30m 22s).



The screenshot shows the user profile page on the iGOT portal. At the top left is the Capacity Building Commission logo, and at the top right is the India Post logo. The user's name, Hemendra Singh, is highlighted in green. The profile information includes the user's designation as Inspector Posts in the Delhi Postal Circle. The page also features a search bar, navigation tabs for Learn, Discuss, Amrit Gyaan Kosh, Events, and Network, and a section for Recommended Communities.

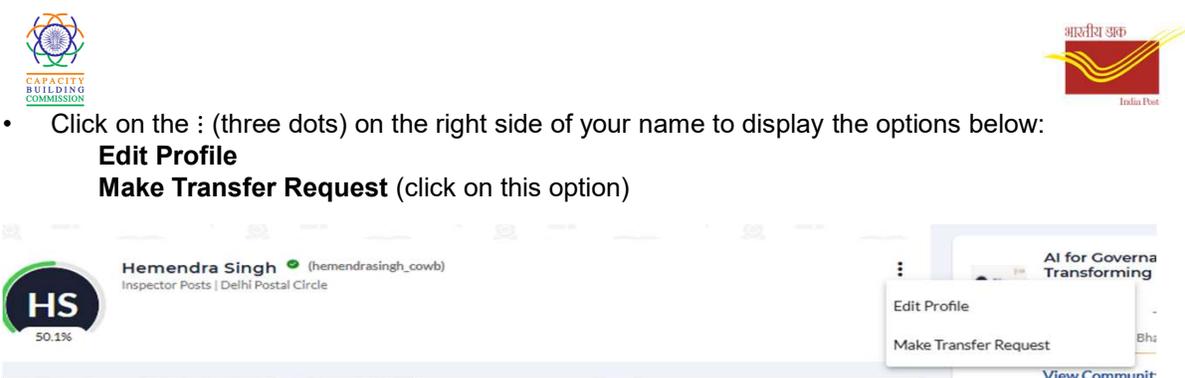
- When the user logs in to their iGOT account and clicks on their name (as shown in green at the top right), the following screen is displayed.



This close-up view of the profile information shows the following details:

- **Following information displayed**
 - Your Name
 - Your Designation
 - Your MDO (Circle/PTCs/RAKNPA/CEPT/Postal Dte) Name e.g., here is the Delhi Postal Circle as MDO for the user).

The profile card displays the name Hemendra Singh, the user ID (hemendrasingh_cowb), and the designation Inspector Posts | Delhi Postal Circle. A circular profile picture with the initials 'HS' and a 50.1% completion indicator is also visible.



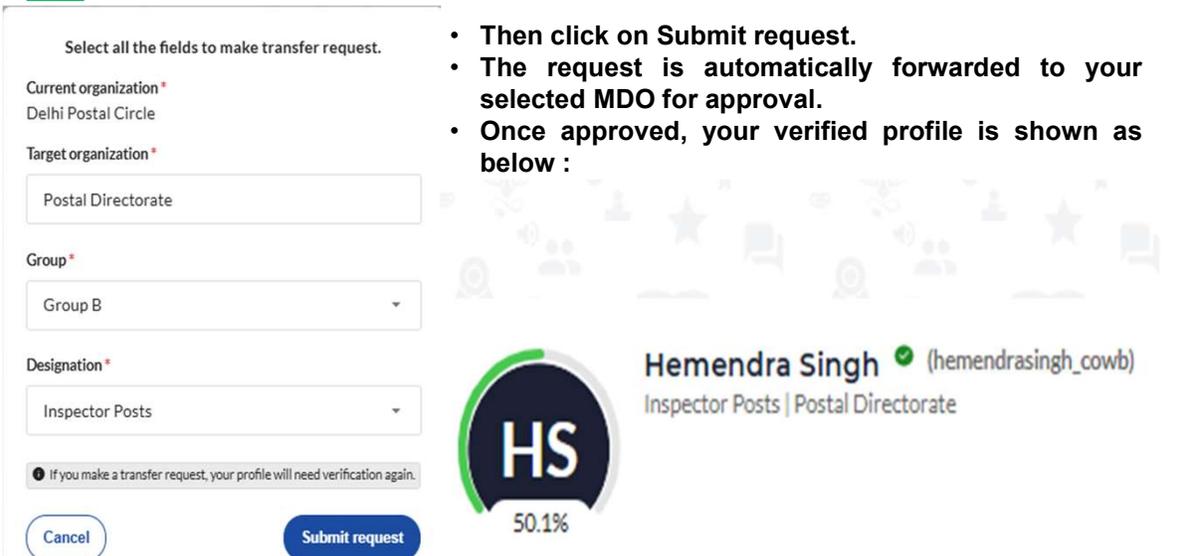



- Click on the  (three dots) on the right side of your name to display the options below:
 - Edit Profile**
 - Make Transfer Request** (click on this option)

Hemendra Singh (hemendrasingh_cowb)
 Inspector Posts | Delhi Postal Circle

Select all the fields to make transfer request.
 Current organization*
 Delhi Postal Circle
 Target organization*
 Select organization
 Please Select a valid organization.
 If you make a transfer request, your profile will need verification again.

- Next:** Select your MDO (Circle/PTCs/Postal Directorate/CEPT) as per your current working office. Please refer to Annexure "II-A" to select the correct MDO
- Note:** Do not select **Department of Posts**, as users cannot be transferred to the Department of Posts.






Select all the fields to make transfer request.

Current organization*
 Delhi Postal Circle

Target organization*
 Postal Directorate

Group*
 Group B

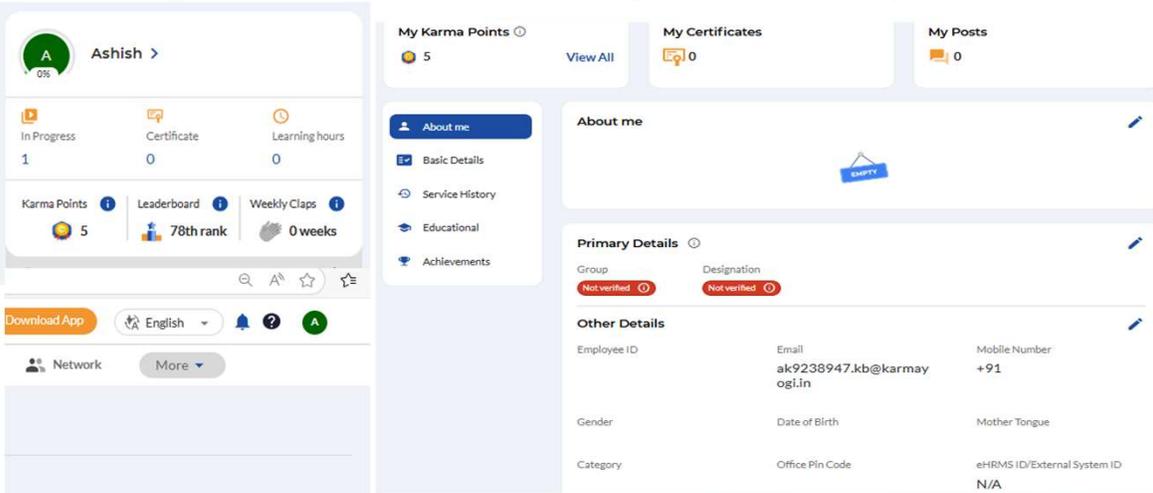
Designation*
 Inspector Posts

If you make a transfer request, your profile will need verification again.

- Then click on **Submit request**.
- The request is automatically forwarded to your selected MDO for approval.
- Once approved, your verified profile is shown as below :

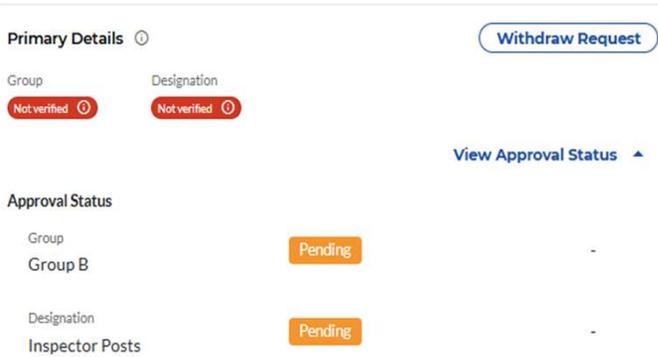
Hemendra Singh (hemendrasingh_cowb)
 Inspector Posts | Postal Directorate





Update User Profile : Step by Step

- When the user logs in to their iGOT account and clicks on their name (as shown in green in left side), the following screen is displayed.



- Fill in all the information under **Primary Details** by editing the fields.
- Please refer to **Annexure "III"** to select the correct Group and Designation.
- Note: Incorrect mapping may lead to non-reflection of APAR courses in iGOT.**

- Once the **Group and Designation** are selected correctly, your profile verification request will be automatically forwarded to the concerned MDO for approval.




- **Next:** Fill in all the information under **Other Details** (as shown below).

Other Details ✕

<p>Employee ID <input type="text"/></p> <p>Gender <input type="text"/></p> <p>Category <input type="text"/></p> <p>Mobile Number <input type="text" value="+91"/> <input type="text"/></p> <p>eHRMS ID/External System ID NA</p> <p>Are you from any organized service of the government? <input type="text" value="No"/></p>	<p>Email <input type="text"/></p> <p>Date of Birth <input type="text"/></p> <p>Office Pin Code <input type="text"/></p> <p>Mother Tongue <input type="text"/></p> <p>Date of Retirement NA</p>
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- **Note:** Mobile Number and Email ID are required for verification through OTP, and then click on Save Changes to complete the profile.

Now, your profile has been completed and updated with all the mandatory information. The request is automatically forwarded to your MDO for approval. Once approved, your profile will be marked as verified with a **green tick**.

Annexure- II-A

Sr No	MDO Name	Criteria/ Jurisdiction
1	Postal Directorate	All officials/officers working/posted in the Postal, BD, PLI, and Parcel Directorates
2	Andhra Pradesh Postal Circle	All employees working/posted under the jurisdiction of the respective Circle, including the staff of the concerned RTC
3	Assam Postal Circle	
4	Bihar Postal Circle	
5	Chhattisgarh Postal Circle	
6	Delhi Postal Circle	
7	Gujarat Postal Circle	
8	Haryana Postal Circle	
9	Himachal Pradesh Postal Circle	
10	Jammu and Kashmir Postal Circle	
11	Jharkhand Postal Circle	
12	Karnataka Postal Circle	
13	Kerala Postal Circle	
14	Madhya Pradesh Postal Circle	
15	Maharashtra Postal Circle	
16	North East Postal Circle	
17	Odisha Postal Circle	
18	Punjab Postal Circle	
19	Rajasthan Postal Circle	
20	Tamil Nadu Postal Circle	
21	Telangana Postal Circle	
22	Uttar Pradesh Postal Circle	
23	Uttarakhand Postal Circle	
24	West Bengal Postal Circle	
25	RAKNPA	
	Postal Training Centre (PTC)	
26	Guwahati Assam	
27	Postal Training Centre (PTC) Mysore	
28	Postal Training Centre, Darbhanga	
29	Postal Training Centre, Madurai	
30	Postal Training Centre, Saharanpur	
31	Postal Training Centre, Vadodara	
32	Centre for Excellence in Postal Technology (CEPT)	All employees working/posted in the any CEPT or under the CEPT Control.

Designation on iGOT	Group	Equivalent Designation
Secretary (Posts)	Group-A	
Director General (Postal Services)	Group-A	
Member (Postal Services Board)	Group-A	
Additional Secretary and Financial Advisor	Group-A	
Joint Secretary and Financial Adviser	Group-A	
Senior Deputy Director General	Group-A	Sr. DDG (Vigilance) / Sr. DDG (PAF)
Chief Post Master General	Group-A	
Chief General Manager	Group-A	Chief Investment Officer, CGM- Parcel & CSS Dte, PLI Dte
Director (Raknpa)	Group-A	
Deputy Director General	Group-A	
Additional Director General	Group-A	
Additional General Manager	Group-A	
Postmaster General	Group-A	
General Manager	Group-A	Genral Manager- Parcel & CSS Dte, PLI Dte, Postal Dte, Finance, Accounts, Budget
Chief Engineer (Electrical)	Group-A	
Chief Engineer (Civil)	Group-A	
Director	Group-A	Director (PTC) / Director (PAO)/ Director (MV) / Director (Dte)/ Director (GPO)/ Director (Budget)/ Director (Costing)/ Director (Finance)/ Director (Internal Audit)/ Director (Admin), Deputy Secretary
Director (Postal Services)	Group-A	DPS HQ/Region/Mail/BD etc
Assistant General Manager	Group-A	
Joint Director	Group-A	Joint Director (RAKNPA)
Additional Director	Group-A	Additional Director (RAKNPA)
Principal Staff Officer	Group-A	
Senior Principal Private Secretary	Group-A	
Principal Private Secretary	Group-A	
Assistant Postmaster General	Group-A	
Deputy Director	Group-A	Dy Directors in RAKNPA, PTCs, PAOs, Accounts, GPO
Deputy Divisional Manager (Postal Life Insurance)	Group-A	
Assistant Director General	Group-A	IPoS Probationer, Under Secretary
Deputy General Manager	Group-A	
Assistant Chief Accounts Officer	Group-A	
Chief Accounts Officer	Group-A	
Senior Superintendent of Posts	Group-A	Sr. Supdt of Posts/RMS
Chief Post Master	Group-A	
Superintending Engineer (Electrical)	Group-A	
Superintending Engineer (Civil)	Group-A	
Executive Engineer (Civil)	Group-A	
Executive Engineer (Electrical)	Group-A	
Architect	Group-A	
Senior Architect	Group-A	
Manager (Mail Motor Service)	Group-A	
Deputy Manager (Mail Motor Service)	Group-B	
Senior Manager (Mail Motor Service)	Group-A	
Assistant Director (OL)	Group-A/B	
Personal Assistant	Group-A/B	
Superintendent of Posts	Group-B	Superintedent (in Post Offices, PSD, CSD RMS, Foreign Post) Dy Manager(PSD- PS Group B), Dy Superintendent of Post Offices (PS Group B Cadre), In Charge BDO/BPC/CRC (PS Group B Cadre), Manager/Dy Manager/Assistant Manager in NSH/PH/MMS/BPC(PS Group B Cadre), Superintendent Sorting (PS Group-B Cadre), Mail Superintendent(PS Group-B Cadre)
Assistant Director	Group-B	Assistant Directors in Directorate, Circle, Region, PTCs, RTCs, RAKNPA, PSD etc

		ASP (HQ/Tour/CS/PG/OD/PSD/CSD/Foreign Post/ RO/CO/Dte/TIs etc.), ASRM, Office Supervisor (ASP Cadre), Office Superintendent (ASP Cadre), Mail Superintendent (ASP Cadre), Manager/Dy Manager/Assistant Manager in NSH/PH/MMS/BPC(ASP Cadre), In Charge BDO/BPC/CRC (ASP Cadre)
Assistant Superintendent of Posts	Group-B	
Deputy Chief Postmaster	Group-B	PS Group-B in GPO
Senior Postmaster	Group-B	PS Group-B Cadre
Private Secretary	Group-B/C	
Senior Private Secretary	Group-B	
Senior Accounts Officer	Group-B	
Accounts Officer	Group-B	
Assistant Accounts Officer	Group-B	
Junior Hindi Translator	Group-B/C	
Senior Hindi Translator	Group-A/B	
Senior Translation Officer	Group-A/B	
Junior Translation Officer	Group-B/C	
Section Officer	Group-B	Section Officer in Directorates
Assistant Library and Information Officer	Group-B/C	
Assistant Engineer (Civil)	Group-B	
Assistant Engineer (Electrical)	Group-B	
Assistant Architect	Group-B/C	
		IP, SDH, IRM, CI, IPPG, IP in Post Offices/RMS/FPO/RO/CO /PSD/CSD/Dte/TIs, Dy Manager(PSD) -IP Cadre, Platform Inspector, Office Supervisor (IP Cadre), Office Superintendent (IP Cadre), Manager/Dy Manager/Assistant Manager/InCharge in NSH/PH/MMS/BPC/CRC/BDO (IP Cadre),
Inspector Posts	Group-B	
Assistant Section officer	Group-B	Assistant Section Officer in Directorates
Junior Statistical Officer	Group-B	
Junior Engineer (Electrical)	Group-B	
Junior Engineer (Civil)	Group-B	
Draftsman	Group-B/C	
Artist	Group-B/C	
Assistant	Group-B	Assistant/Head Clerk /Office Superintendent in C& E Wing
	Group-B	
Higher Selection Grade (Postal)	Group-B	HSG-II, HSG-I & HSG-I NFG official working in Post offices, SBCO, PSD/CSD, RO, CO, TI or Admin Offices at any designation
Higher Selection Grade (Railway Mail Service)	Group-B	HSG-II, HSG-I & HSG-I NFG official working in RMS setup, FPO, MMS, RLO, TI at any designations
Lower Selection Grade (Postal)	Group-C	LSG official working in Post offices, SBCO, PSD/CSD, RO, CO, TI or Admin Offices at any designation
Lower Selection Grade (Railway Mail Service)	Group-C	LSG official working in RMS setup, FPO, MMS, RLO, TIs at any designations
		Postal Assistant Cadre working at any designation in Post Offices, Division Offices, SBCO, PSD, CSD, TIs etc., except LSG & HSG officials
Postal Assistant	Group-C	
		Sorting Assistant Cadre working at any designation in RMS, Division Offices, MMS, RLO, FPO, TIs etc. except LSG & HSG officials
Sorting Assistant	Group-C	
Postal Assistant (Circle or Regional Office)	Group-C	PA (CO) Cadre officials
Senior Secretariat Assistant	Group-C	
Junior Secretariat Assistant	Group-C	
Accountant	Group-C	PO & RMS Accountant, PO Accountant
Senior Accountant	Group- B/C	
Junior Accountant	Group-C	
Stenographer (Grade D)	Group-C	
Stenographer (Grade I)	Group-B/C	
Stenographer (Grade II)	Group-B/C	
Stores Officer	Group-B/C	MMS, C & E Wing
Hindi Typist	Group-B/C	

Technical Supervisor	Group-B/C	MMS
Upper Division Clerk	Group-C	Work Clerk Grade-I
Lower Division Clerk	Group-C	Work Clerk Grade-II
Canteen Staff	Group-C	Caretaker /Assistant Manager-cum-Store Keeper/Account Clerk / Coupon Clerk/ Canteen Clerk/ Assistant Manager-cum-Store Keeper/ Khansama / Halwai/Assistant Halwai-cum-Cook/ Bearer /Tea Maker /Wash Boy
Multi Tasking Staff	Group-C	MTS posted in all units PO/RMS/Admin/MMS/Accounts etc, Carpenter, Gardener, Mechanic, Electrician, Plumber, Technisian, Waterman, Peon, Watchman, Caretaker, Cleaner, Sweeper, Liftman, wireman, workman etc.
Postman	Group-C	Head Postman/ Sorting Postman/ Mail Overseer/ LR Postman/ Postwomen/ Postman in all Units
Artisan	Group-C	Skilled Artisans Ord / Highly Skilled Artisans Grade-II /Grade- I in MMS
Mail Guard	Group-C	Head Mail Guard, Mail Courier
Dispatch Rider	Group-C	
Staff Car Driver	Group-C	Jeep Driver, Driver Grade-I, Driver Grade-II, Special Grade Driver, Staff Car Driver in all units
Branch Postmaster	GDS	
Assistant Branch Postmaster	GDS	
Dak Sevak	GDS	

Note : The above list of **Designations** is an expanded list circulated vide **OM Tr/3/2025-Training-DOP dated 18.08.2025** and **OM Tr-13/29/2022-Training-DOP dated 07.08.2025**. The **APAR-linked Mandatory Courses** and **Comprehensive Assessment** shall be visible and remain the same for the designation selected as per the above-mentioned OMs and the above list of designations.