

S No	Designation	Mode of Appointment	Duties	Domain Competencies	Training Intervention	Functional Competencies	Training Intervention
1.	Secretary, CVC	Through Central Staffing Scheme on the recommendation of Appointments Committee of Cabinet	<p>Secretary, CVC is the Administrative Head of the Commission. He is the principal adviser of the Commission on all matters of policy, vigilance & general administration. Few duties and responsibilities of Secretary, CVC are as follows:-</p> <ul style="list-style-type: none"> i) Monitoring of all matters/complaints/cases to officers of All India Services viz IAS, IPS, IFoS and officers of Group 'A' Services of and above grade pay of Rs. 10,000/-; ii) Monitoring of all matters/complaints/cases to Board level officers and officers one level below Board level of Banks (including all CGMs/GMs)/Financial Institutions/Insurance Companies, PSUs/Authorities/Boards/Autonomous Bodies etc.; iii) Monitoring of prosecution sanction irrespective of the level of the Officer ; iv) Matters of all Vigilance Clearance relating to Ministries/Depts./Organizations and CPSUs including PSBs/Insurance Companies/Financial Institutions etc. v) Monitoring of various activities on Vigilance Awareness Week. vi) Overall review of the pendency of vigilance cases in the Commission. 	Vigilance Administration. Knowledge of relevant Rules, Acts, Guidelines issued in the field of Anti-Corruption, Vigilance and Financial Frauds.	Customised training programmes both domestic and international. Please refer training calendar at S No 6 (Annexure B).	Stress-Management, Leadership, Work-life balance	<p>Training courses available on the iGoT platform may be useful. List of such courses:</p> <ul style="list-style-type: none"> (i)Yoga Break at workplace, (ii)Self Leadership, (iii)Orientation Module on Mission LIFE, (iv)Prevention of Sexual Harassment of Women at Workplace, (v)Complete journey to Stress Management.
2.	Additional Secretary, CVC	Through Central Staffing Scheme on the recommendation of Appointments Committee of Cabinet	<p>Additional Secretary, CVC has following duties and responsibility in the Commission :-</p> <ul style="list-style-type: none"> i) Monitoring of pending departmental inquiries with the various departments entrusted to them; ii) Monitoring of Investigation report sought by the Commission on the complaints from Ministries/Departments entrusted to them; iii) Review of pendency of vigilance cases with CVOs of Ministries/departments entrusted to 	Vigilance Administration. Knowledge of relevant Rules, Acts, Guidelines issued in the field of Anti-Corruption, Vigilance and	Training courses available on the iGoT platform may be useful. List of such courses: (i)Understandi	Stress-Management, Leadership, Work-life balance	<p>Training courses available on the iGoT platform may be useful. List of such courses:</p> <ul style="list-style-type: none"> (i)Yoga Break at workplace, (ii)Self

			<p>them.</p> <p>iv) Monitoring of Investigation report sought by the Commission on the complaints from the Ministries/Department;</p> <p>v) Monitoring/supervision of any other task entrusted to them.</p>	<p>Financial Frauds.</p>	<p>ng the Format of Financial Statements,</p> <p>(ii)Financial Insights:</p> <p>Trading, profit and Loss and Balance Sheet,(iii) Understanding Financial Position of an Organisation.</p> <p>In addition to the above iGoT courses, offline Customised training programmes both domestic and international are organised. Please refer training calendar at S No 6 (Annexure B).</p>		<p>Leadership,</p> <p>(iii)Orientation Module on Mission LIFE,</p> <p>(iv)Prevention of Sexual Harassment of Women at Workplace,</p> <p>(v)Complete journey to Stress Management.</p>
3	Chief Technical Examiner, CVC	Deputation for a fixed term	<p>i) Intensive Examination of civil works and issuance of inspection reports.</p> <p>ii) Scrutiny of replies received and issuance of rejoinders.</p> <p>iii) Referring paras involving vigilance angle to CVOs for detailed vigilance investigation through Commission.</p> <p>iv) Scrutiny and offering comments on investigation reports received from CVOs.</p>	<p>Vigilance Administration.</p> <p>Knowledge of relevant Rules, Acts, Guidelines issued in the field of Anti-Corruption,</p>	<p>Training courses available on the iGoT platform may be useful. List of such courses:</p>	<p>Stress-Management, Leadership, Work-life balance</p>	<p>Training courses available on the iGoT platform may be useful. List of such courses:</p> <p>(i)Yoga Break at workplace,</p>

			v) Rendering technical advice on issues of complaint as referred by the Commission	Vigilance and Financial Frauds.	(i)Understanding the Format of Financial Statements, (ii)Financial Insights: Trading, profit and Loss and Balance Sheet,(iii) Understanding Financial Position of an Organisation. In addition to the above iGOT courses, offline Customised training programmes both domestic and international are organised. Please refer training calendar at S No 2 & 6 (Annexure B).		(ii)Self Leadership, (iii)Orientation Module on Mission LIFE, (iv)Prevention of Sexual Harassment of Women at Workplace, (v)Complete journey to Stress Management.
4.	Director/ Deputy Secretary	i) Through Central Staffing Scheme on CSB recommendation (22 posts) - Central Deputation;	Director/ Deputy Secretary acts on behalf of the Commission. He holds charge of a branch and is responsible for the disposal of vigilance cases/other matters dealt within the branch under his/her charge. Deputy Secretary/Director should, ordinarily be able to process the majority of cases coming upto him on his own. They should use their discretion in taking orders of the Additional Secretary/ Secretary on more	Knowledge of relevant provisions under CVC Act, Prevention of Corruption Act, Lokpal and Lokayukta Act,	Courses available on the iGoT platform under VIKAS program may be useful (please refer	Procurement Procedure. Workplace ethics. RTI. Preparation of chargesheet. Noting &	Training courses available on the iGoT platform may be useful. List of such courses: (i)Yoga Break at

		<p>ii) 04 posts of DS/Director encadred for Central Secretariat Services;</p> <p>iii) 02 posts of Director and 03 posts of OSD are meant for promotion from Commission's cadre.</p>	<p>important cases, either orally or by submission of papers. In addition to vigilance cases, few other duties and responsibilities of DS/Director regarding Ministries/Departments entrusted to them are as under:-</p> <p>i) Processing of complaints.</p> <p>ii) Sending reply to RTI applicants as CPIO in all the matter pertaining to them.</p> <p>iii) Dealing with the court matters;</p> <p>iv) Preparation of draft Para for Annual Report;</p> <p>v) Preparation of reply in Parliamentary Questions;</p> <p>vi) Reviewing the pending prosecution cases/disciplinary matters.</p>	<p>RTI Act, Vigilance Manual, Conduct rules of organisations looked after, complaint handling under PIDPI Resolution</p>	<p>Annexure N)</p> <p>In addition to the above iGOT courses, offline Customised training programmes both domestic and international are organised.</p> <p>Please refer training calendar at S No 2 & 6 (Annexure B).</p>	<p>drafting. Use of MS office.</p>	<p>workplace,</p> <p>(ii)Self Leadership,</p> <p>(iii)Orientation Module on Mission LIFE,</p> <p>(iv)Prevention of Sexual Harassment of Women at Workplace,</p> <p>(v)Complete journey to Stress Management.</p> <p>(vi) Right to Information Act-Part-1</p> <p>(vii)Public Procurement for GOI</p> <p>(viii)Microsoft word advanced</p> <p>(ix)Excel advanced</p> <p>In addition to the above iGOT courses, offline thematic training programmes are organized on periodic basis.</p>
5.	Technical Examiner, CVC	Deputation for a fixed term	<p>Technical Examiner has following duties:-</p> <p>vi) Intensive Examination of civil works and</p>	Vigilance Administration. Knowledge of	Courses available on the iGoT	Procurement Procedure. Workplace	Training courses available on the iGoT platform

			<p>issuance of inspection reports.</p> <p>vii) Scrutiny of replies received and issuance of rejoinders.</p> <p>viii) Referring paras involving vigilance angle to CVOs for detailed vigilance investigation through Commission.</p> <p>ix) Scrutiny and offering comments on investigation reports received from CVOs.</p> <p>x) Rendering technical advice on issues of complaint as referred by the Commission</p>	<p>relevant Rules, Acts, Guidelines issued in the field of Anti-Corruption, Vigilance and Financial Frauds.</p>	<p>platform may be useful. List of such courses:</p> <p>(i) Understanding the Format of Financial Statements,</p> <p>(ii) Financial Insights: Trading, profit and Loss and Balance Sheet,</p> <p>(iii) Understanding Financial Position of an Organisation.</p> <p>In addition to the above iGOT courses, offline Customised training programmes are also organised. Please refer training calendar at S No 2 (Annexure B).</p>	<p>ethics.</p>	<p>may be useful. List of such courses:</p> <p>(i) Yoga Break at workplace,</p> <p>(ii) Self Leadership,</p> <p>(iii) Orientation Module on Mission LIFE,</p> <p>(iv) Prevention of Sexual Harassment of Women at Workplace,</p> <p>(v) Complete journey to Stress Management.</p> <p>(vi) Public Procurement for GOI</p>
6.	Under Secretary	Through promotion from the officers of Commission's cadre.	An Under Secretary in the Commission helps branch officer in processing the case file and other references received in the branch. Under Secretary disposes of as many cases as possible at his own level and takes the orders of Deputy Secretary/Director or other higher officers on important cases. The Under	Vigilance Administration. Legal RTI matters. PIDPI. Handling of various portals	List of suggested iGoT courses for Under Secretary (please refer	Noting & drafting. Use of MS office (Excel, PPT). Procurement Procedure &	Training courses available on the iGoT platform may be useful. List of such

		<p>Secretary assists the concerned DS/Director regarding following works:-</p> <ol style="list-style-type: none"> i) Processing of complaints. ii) Preparing reply to RTI applicants as CAPIO in all the matter pertaining to them. iii) Dealing with the court matters; iv) Preparation of draft deviation Para for Annual Report; v) Preparation of reply in Parliamentary Questions; vi) Reviewing the pending prosecution cases/disciplinary matters. 	of the Commission.	<p>Annexure O)</p> <p>In addition to the above iGOT courses, offline Customised training programmes both domestic and international are also organised. Please refer training calendar at S No 2 & 6 (Annexure B).</p>	<p>tendering. Budgeting. Establishment Administration</p>	<p>courses:</p> <ol style="list-style-type: none"> (i) Yoga Break at workplace, (ii) Self Leadership, (iii) Orientation Module on Mission LIFE, (iv) Prevention of Sexual Harassment of Women at Workplace, (v) Complete journey to Stress Management. (vi) Public Procurement for GOI (vii) Budget (viii) Microsoft word advanced (ix) Excel advanced (x) Noting and Drafting (xi) Microsoft PowerPoint Beginners (xii) PowerPoint (Advanced) <p>In addition to the</p>
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							above iGOT courses, offline thematic training programmes are organized on periodic basis.
7.	Section Officer	Through promotion from the officers of Commission's cadre.	<p>Section officers in the Commission have following duties/responsibilities:-</p> <ul style="list-style-type: none"> i) Supervisory duties in the Section regarding distribution and expeditious disposal of work allotted among the staff and keep a check to avoid delays in the section. ii) Responsibilities relating to Dak. iii) Responsibilities relating to issue of draft. iv) Responsible for taking independent action of issuing reminders, obtaining or supplying factual information of a non-classified nature, any other action which a Section Officer is authorized to take independently. v) Preparing reply to RTI applicants as CAPIO in all the matter pertaining to them 	<p>Vigilance Administration. Legal RTI matters. PIDPI. Handling of various portals of the Commission. Distribution of work. Manual on office procedures. Record Management. Maintenance & supervision of vigilance case register.</p>	<p>Courses available on the iGoT platform under Dakshta module for SO/ASO may be useful (please refer Annexure P)</p> <p>In addition to the above iGOT courses, offline Customised training programmes by ISTM are also organized.</p> <p>Please refer training calendar at S No 1 (Annexure B).</p>	<p>Noting & drafting. Use of MS office (Excel, PPT). Procurement Procedure & tendering. Budgeting. Establishment Administration .</p>	<p>Training courses available on the iGoT platform may be useful. List of such courses:</p> <ul style="list-style-type: none"> (i)Yoga Break at workplace, (ii)Self Leadership, (iii)Orientation Module on Mission LIFE, (iv)Prevention of Sexual Harassment of Women at Workplace, (v)Complete journey to Stress Management. (vi)Public Procurement for GOI (vii)Budget (viii)Microsoft word advanced (ix)Excel

							<p>advanced</p> <p>(x) Noting and Drafting</p> <p>(xi) Microsoft PowerPoint Beginners</p> <p>(xii) PowerPoint (Advanced)</p> <p>In addition to the above iGOT courses, offline thematic training programmes are organized on periodic basis.</p>
8.	Assistant Section Officer / Senior Secretariat Assistant	<p>ASO:-</p> <p>i) 50 % through promotion; and</p> <p>ii) 50% by Direct Recruitment through SSC.</p> <p>SSA:-</p> <p>i) 75% through promotion on seniority basis;</p> <p>ii) 25% through Limited Departmental exam</p>	<p>Works under the orders and supervision of the Section Officer. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer/Section Officer or higher officers, will put up a draft without much noting. In other cases, he will put up a note keeping in view the following points:-</p> <p>(i) to see whether all facts have been correctly stated;</p> <p>(ii) to point out any mistakes or incorrect statement of the facts;</p> <p>(iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;</p> <p>(iv) to maintain Guard file, if necessary and supply other relevant facts and figures;</p> <p>(v) to bring out clearly the proposal under consideration and suggest a course of action, wherever possible.</p>	<p>Rules and Regulations on vigilance administration. Manual on office procedures and its updation. Maintenance of vigilance case register.</p>	<p>Courses available on the iGoT platform under Dakshta module for SO/ASO may be useful (please refer Annexure P)</p> <p>In addition to the above iGOT courses, offline Customised training programmes by ISTM are also organized.</p>	<p>Proficiency in computers, MS Office. Noting & drafting. Tendering and budgeting.</p>	<p>Training courses available on the iGoT platform may be useful. List of such courses:</p> <p>(i)Yoga Break at workplace,</p> <p>(ii)Self Leadership,</p> <p>(iii)Orientation Module on Mission LIFE,</p> <p>(iv)Prevention of Sexual Harassment of Women at Workplace,</p> <p>(v)Complete</p>

					Please refer training calendar at S No 1 (Annexure B).		<p>journey to Stress Management.</p> <p>(vi)Public Procurement for GOI</p> <p>(vii)Budget</p> <p>(viii)Microsoft word advanced</p> <p>(ix)Excel advanced</p> <p>(x) Noting and Drafting</p> <p>(xi) Microsoft PowerPoint Beginners</p> <p>(xii) PowerPoint (Advanced)</p> <p>In addition to the above iGOT courses, offline thematic training programmes are organized on periodic basis.</p>
9.	Senior Private Principal Secretary, Private Principal Secretary, Private Secretary,	Promotion/ Deputation/ Direct Recruitment/ Limited Departmental Exam	Senior Principal Private Secretary/ Principal Private Secretary/ Private Secretary/ Personal Assistant/ Stenographer.—He/she will keep the officer free from routine nature of work by taking dictation, mailing correspondence, filing papers, making appointments, arranging meeting and collecting information. He/she will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him/her.	Typing, shorthand, dictation. Engagement of officers' meeting etc.	Courses available on the iGoT platform under Digital Fluency module may be useful for	Proficiency in computers, MS Office. Movement of files.	<p>Training courses available on the iGoT platform may be useful. List of such courses:</p> <p>(i)Yoga Break at workplace,</p>

	Personal Assistant, Stenographer		The duty of Personal staff is to provide secretarial assistance to the officer with whom he/she is attached.		Stenographical cadre (please refer Annexure Q) In addition to the above iGOT courses, offline Customised training programmes by ISTM are also organized. Please refer training calendar at S No 1 (Annexure B).		(ii)Self Leadership, (iii)Orientation Module on Mission LIFE, (iv)Prevention of Sexual Harassment of Women at Workplace, (v)Complete journey to Stress Management. (vi)Microsoft word advanced (vii)Excel advanced (viii) Microsoft PowerPoint Beginners (ix) PowerPoint (Advanced) In addition to the above iGOT courses, offline thematic training programmes are organized on periodic basis.
10.	CVOs	Deputation for a fixed term	CVO is the Head of Vigilance setup in Organisation and reports directly to CEO/CMD. Acts as Special Advisor to CMD/CEO. Also reports to CVC/Admn. Ministry. List of duties and responsibilities:	Vigilance Administration. Knowledge of relevant provisions	Customised training programmes both domestic and	Preventive Forensics Public Procurement,	Training courses available on the iGoT namely (i) Right to Information Act

			<p>(i) Simplification of procedures, transparency in system use of technology e-tendering, e-payment, e-procurement, e-auctioning etc.</p> <p>(ii) Examination of existing rules and procedures of organizations with a view to eliminate or minimize the scope for corruption.</p> <p>(iii) Plan and enforce surprise inspection and regular inspection, to detect system failure and existence of corruption.</p> <p>(iv) Timely prepare and maintain surveillance of officers on Agreed List /Doubtful Integrity List.</p> <p>(v) Ensure rotation of officers posted in sensitive posts/areas.</p> <p>(vi) Ensure speedy processing of vigilance cases at all stages – Adherence to time limits of DOPT/CVC prescribed for each activity.</p>	<p>under CVC Act, Prevention of Corruption Act, Lokpal and Lokayukta Act, RTI Act, Vigilance Manual, complaint handling under PIDPI Resolution, Vigilance clearance.</p>	<p>international. Please refer training calendar at S No 3 & 6 (Annexure B).</p>	<p>Public Private Partnership</p>	<p>(ii) Consultation with CVC in Disciplinary cases (iii) Sanction for prosecution (iv) Public Procurement Framework of GoI (v) Code of Conduct for Govt employees (vi) Anti Money Laundering (vii) An introductory module on Forensic Analysis (viii) Artificial Intelligence (ix) Curated Program on Introduction of the Three New Criminal Laws. Please Refer training calendar at S No 3 (Annexure B).</p>
11.	Vigilance Officers	Manpower planning / HR/Admin of the respective organization	VOs are functionaries in the Vigilance setup of the organization. They are engaged in vigilance activities. Specific roles and responsibilities may be allotted as per manpower planning of the respective organization.	Vigilance Administration. Knowledge of relevant provisions under CVC Act, Prevention of Corruption Act, Lokpal and Lokayukta Act,	Customised training programmes. Please Refer training calendar at S No 4 (Annexure B).	Preventive Forensics,	Training courses available on the iGoT namely Right to Information Act (course by ISTM as well as by DoPT). Consultation with CVC in

				RTI Act, Vigilance Manual, complaint handling under PIDPI Resolution			Disciplinary cases, Sanction for prosecution (courses by ISTM). Please Refer training calendar at S No 4 (Annexure B).
12.	Other Stake holders like IO/PO, Procurement officers, Officers of HR	Disciplinary Authority				Preparation of chargesheet, Public Procurement, IOs/POs Training	Please Refer training calendar at S No 4 (Annexure B).