S	Designation	Mode of	Duties	Domain	Training	Functional	Training
No	8	Appointment		Competencies	Intervention	Competencies	Intervention
1.	Secretary, CVC	Through Central Staffing Scheme on the recommendation of Appointments Committee of Cabinet	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:- 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	Stress- Management, Leadership, Work-life balance	Training courses available on the iGoT platform may be useful. List of such courses: (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	Additional Secretary, CVC has following duties and responsibility in the Commission: 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	Training courses available on the iGoT platform may be useful. List of such courses: (i)Yoga Break at workplace, (ii)Self

			them	n	Financial	ng the Format		Leadership,	1
				nitoring of Investigation report sought by	Frauds.	of Financial		(iii)Orientation	
				Commission on the complaints from the	Tradas.	Statements,		Module on	
				nistries/Department;		(ii)Financial		Mission LIFE,	
				nitoring/supervision of any other task		Insights:		ivinosion zu z,	
				rusted to them.		Trading, profit		(iv)Prevention of	
			Ciru	usted to drein.		and Loss and		Sexual	
						Balance		Harassment of	
						Sheet,(iii)		Women at	
						Understanding		Workplace,	
						Financial		(v)Complete	
						Position of an		journey to Stress	
						Organisation.		Management.	
						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).			
2	Chief Technical	Donutation for a	;\ T	ntensive Examination of civil works and	Vigilance	Training	Stress-	Troining courses	-
3	Examiner, CVC	Deputation for a fixed term	ŕ	ssuance of inspection reports.	Vigilance Administration.	Training		Training courses available on the	
	Examine, CVC	IIACU ICIIII		crutiny of replies received and issuance of	Knowledge of	courses available on	Management, Leadership,	iGoT platform	
				ejoinders.	relevant Rules,	available on the iGoT	Work-life	may be useful.	
				ejoinders. Referring paras involving vigilance angle to		platform may	balance	List of such	
				CVOs for detailed vigilance investigation	Acts, Guidelines	be useful. List	varance		
				prough Commission.	issued in the	of such		courses:	
				crutiny and offering comments on	field of Anti-	courses:		(i)Yoga Break at	
			· ·	restigation reports received from CVOs.		courses.		workplace,	
			l In	ivestigation reports received from CVOs.	Corruption,]

			v)	Rendering technical advice on issues of	Vigilance a	ınd	(i)Understandi		(ii)Self
			,	complaint as referred by the Commission	Financial		ng the Format		Leadership,
				1	Frauds.		of Financial		(iii)Orientation
							Statements,		Module on
							(ii)Financial		Mission LIFE,
							Insights:		,
							Trading, profit		(iv)Prevention of
							and Loss and		Sexual
							Balance		Harassment of
							Sheet,(iii)		Women at
							Understanding		Workplace,
							Financial		(v)Complete
							Position of an		journey to Stress
							Organisation.		Management.
							<i>g</i>		
							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).		
4.	Director/	i) Through	Directo	or/ Deputy Secretary acts on behalf of the	Knowledge	of	Courses	Procurement	Training courses
	Deputy	Central Staffing		hission. He holds charge of a branch and is	relevant	Ü.	available on	Procedure.	available on the
	Secretary	Scheme on CSB		sible for the disposal of vigilance cases/other	provisions		the iGoT	Workplace	iGoT platform
	~ 2020un j	recommendation	_	s dealt within the branch under his/her charge.	under CVC A	ct.	platform under	ethics. RTI.	may be useful.
		(22 posts) -		y Secretary/Director should, ordinarily be able	Prevention	of	VIKAS		List of such
		Central		cess the majority of cases coming upto him on	Corruption A		program may	Preparation of	courses:
		Deputation;	_	vn. They should use their discretion in taking	-	ınd	be useful	chargesheet.	
		T,		of the Additional Secretary/ Secretary on more	Lokayukta A		(please refer	Noting &	(i)Yoga Break at
		<u>l</u>				- '7	A		1

			important cases, either orally or by submission of	RTI Act,	Annexure N)	drafting. Use	workplace,
			papers. In addition to vigilance cases, few other duties	Vigilance	<u> </u>	of MS office.	(ii)Self
		ii) 04 posts of	and responsibilities of DS/Director regarding	Manual,	In addition to		Leadership,
		DS/Director	Ministries/Departments entrusted to them are as	Conduct rules	the above		(iii)Orientation
		encadred for	under:-	of organisations	iGOT courses,		Module on
		Central		looked after,	offline		Mission LIFE,
		Secretariat	i) Processing of complaints.	complaint	Customised		,
		Services;	ii) Sending reply to RTI applicants as CPIO in	handling under	training		(iv)Prevention of
			all the matter pertaining to them.	PIDPI	programmes		Sexual
			iii) Dealing with the court matters;	Resolution	both domestic		Harassment of
		iii) 02 posts of	iv) Preparation of draft Para for Annual Report;		and		Women at
		Director and 03	v) Preparation of reply in Parliamentary		international		Workplace,
		posts of OSD are	Questions;		are organised.		(v)Complete
		meant for	vi) Reviewing the pending prosecution				journey to Stress
		promotion from	cases/disciplinary matters.		Please refer		Management.
1		Commission's			training		
		cadre.			calendar at S		(vi) Right to
		caure.			No 2 & 6		Information Act-
					(Annexure B).		Part-1
							(vii)Public
							Procurement for
							GOI
							GOI
							(viii)Microsoft
							word advanced
							(ix)Excel
							advanced
							T 1122
							In addition to the
							above iGOT
							courses, offline
							thematic training
							programmes are
							organized on
							periodic basis.
5.	Technical	Deputation for a	Technical Examiner has following duties:-	Vigilance	Courses	Procurement	Training courses
<i>J</i> .	Examiner, CVC	fixed term	recimien Danimier has following duties.	Administration.	available on	Procedure.	available on the
	Laminot, C C	IIACG tOIIII	vi) Intensive Examination of civil works and	Knowledge of		Workplace	iGoT platform
				ishowicage of	uic 1001	11 OI KPIACC	1001 platform

								Annexure
				issuance of inspection reports.	relevant Rules,	platform may	ethics.	may be useful.
			vii)	Scrutiny of replies received and issuance of	Acts,	be useful. List		List of such
				rejoinders.	Guidelines	of such		courses:
			viii)	Referring paras involving vigilance angle to	issued in the	courses:		
				CVOs for detailed vigilance investigation	field of Anti-			(i)Yoga Break at
				through Commission.	Corruption,	(i)Understandi		workplace,
			ix)	Scrutiny and offering comments on	Vigilance and	ng the Format		(ii)Self
				investigation reports received from CVOs.	Financial	of Financial		Leadership,
			x)	Rendering technical advice on issues of	Frauds.	Statements,		(iii)Orientation
			,	complaint as referred by the Commission		(ii)Financial		Module on
				1		Insights:		Mission LIFE,
						Trading, profit		
						and Loss and		(iv)Prevention of
						Balance Sheet,		Sexual
						(iii)Understand		Harassment of
						ing Financial		Women at
						Position of an		Workplace,
						Organisation.		(v)Complete
								journey to Stress
						In addition to		Management.
						the above		
						iGOT courses,		(vi) Public
						offline		Procurement for
						Customised		GOI
						training		
						programmes		
						are also		
						organised.		
						Please refer		
						training		
						calendar at S		
						No 2		
						(Annexure B).		
						(I milekule B).		
6.	Under Secretary	Through	An Unc	der Secretary in the Commission helps branch	Vigilance	List of	Noting &	Training courses
	 	promotion from		in processing the case file and other references	Administration.	suggested	drafting. Use	available on the
		the officers of		d in the branch. Under Secretary disposes of	Legal RTI		of MS office	iGoT platform
		Commission's		y cases as possible at his own level and takes	matters. PIDPI.	for Under	(Excel, PPT).	may be useful.
		cadre.	-	ders of Deputy Secretary/Director or other	Handling of		Procurement	List of such
				officers on important cases. The Under	various portals	(please refer	Procedure &	2.50 01 50011
			mgner	officers of important cases. The Oliuci	various portais	Trease refer	110ccdare &	

 				Annexure-
Secretary assists the concerned DS/Director regarding		Annexure O)	tendering.	courses:
following works:-	Commission.	T 1100	Budgeting.	() 17
		In addition to	Establishment	(i)Yoga Break at
i) Processing of complaints.		the above	Administration	workplace,
ii) Preparing reply to RTI applicants as CAPIO		iGOT courses,		(ii)Self
in all the matter pertaining to them.		offline		Leadership,
iii) Dealing with the court matters;		Customised		(iii)Orientation
iv) Preparation of draft deviation Para for		training		Module on
Annual Report;		programmes		Mission LIFE,
v) Preparation of reply in Parliamentary		both domestic		(iv)Prevention of
Questions;		and		Sexual
vi) Reviewing the pending prosecution		international		
cases/disciplinary matters.		ara alaa		l
		are also organised.		Women at Workplace,
		Please refer		(v)Complete
		training		journey to Stress
		calendar at S		Management.
		No 2 & 6		Management.
		(Annexure B).		(vi)Public
		(Alliexure b).		Procurement for
				GOI
				(vii)Budget
				(viii)Microsoft
				word advanced
				(ix)Excel
				advanced
				(x) Noting and
				Drafting
				(xi) Microsoft
				PowerPoint
				Beginners
				Deginners
				(xii) PowerPoint
				(Advanced)
				, , , , , , , , , , , , , , , , , , , ,
				In addition to the

Annexure-A

_								Annexure	:-A
	7.	Section Officer	Through promotion from the officers of Commission's cadre.	Section officers in the Commission have following duties/responsibilities:- 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	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.	Courses available on the iGoT platform under Dakshta module for SO/ASO may be useful (please refer Annexure P) In addition to the above iGOT courses, offline Customised training programmes by ISTM are also organized. Please refer training calendar at S	Noting & drafting. Use of MS office (Excel, PPT). Procurement Procedure & tendering. Budgeting. Establishment Administration .	above iGOT courses, offline thematic training programmes are organized on periodic basis. Training courses available on the iGoT platform may be useful. List of such courses: (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.	
					_	by ISTM are also organized. Please refer training		Women at Workplace, (v)Complete journey to Stress	

							Alliexule-A
							advanced
							(x) Noting and Drafting
							(xi) Microsoft PowerPoint Beginners (xii) PowerPoint (Advanced)
							(Advanced) In addition to the above iGOT courses, offline thematic training programmes are organized on periodic basis.
8.	Assistant	ASO:-	Works under the orders and supervision of the Section	Rules and	Courses	Proficiency in	Training courses
	Section Officer / Senior Secretariat Assistant	i) 50 % through promotion; and ii) 50% by Direct Recruitment through SSC. SSA:- i) 75% through promotion on seniority basis; ii) 25% through Limited Departmental exam	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:- (i) to see whether all facts have been correctly stated; (ii) to point out any mistakes or incorrect statement of the facts; (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject; (iv) to maintain Guard file, if necessary and supply other relevant facts and figures; (v) to bring out clearly the proposal under consideration and suggest a course of action, wherever possible.	Regulations on vigilance administration. Manual on office procedures and its updation. Maintenance of vigilance case register.	available on the iGoT platform under Dakshta module for SO/ASO may be useful	computers, MS Office. Noting & drafting. Tendering and budgeting.	available on the iGoT platform may be useful. List of such courses: (i)Yoga Break at workplace, (ii)Self Leadership, (iii)Orientation Module on Mission LIFE, (iv)Prevention of Sexual Harassment of Women at
					also organized.		Workplace, (v)Complete

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

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

			(i) Simplification of procedures, transparency in	under CVC Act,	international.	Public Private	(ii) Consultation
				· ·		Partnership	with CVC in
			system use of technology e-tendering, e-payment,			Partnership	
			e-procurement, e-auctioning etc.	Corruption Act,	training		Disciplinary
			(ii) Examination of existing rules and procedures of	Lokpal and	calendar at S		cases (iii)
			organizations with a view to eliminate or minimize	Lokayukta Act,	No 3 & 6		Sanction for
			the scope for corruption.	RTI Act,	(Annexure B).		prosecution (iv)
			(iii) Plan and enforce surprise inspection and regular	Vigilance			Public
			inspection, to detect system failure and existence	Manual,			Procurement
			of corruption.	complaint			Framework of
			(iv) Timely prepare and maintain surveillance of	handling under			GoI (v) Code of
			officers on Agreed List /Doubtful Integrity List.	PIDPI			Conduct for
			(v) Ensure rotation of officers posted in sensitive	Resolution,			Govt employees
			posts/areas.	Vigilance			(vi) Anti Money
			(vi) Ensure speedy processing of vigilance cases at all	clearance.			Laundering (vii)
			stages – Adherence to time limits of DOPT/CVC				An introductory
			prescribed for each activity.				module on
			, , , , , , , , , , , , , , , , , , ,				Forensic
							Analysis (viii)
							Artificial
							Intelligence (ix)
							Curated Program
							on Introduction
							of the Three
							New Criminal
							Refer training
							calendar at S No
							3 (Annexure B).
11.	Vigilance	Manpower	VOs are functionaries in the Vigilance setup of the	Vigilance	Customised	Preventive	Training courses
11.	Officers	planning /	organization. They are engaged in vigilance activities.	Administration.	training	Forensics,	available on the
		HR/Admin of the	Specific roles and responsibilities may be allotted as	Knowledge of	programmes.	1 or chibico,	iGoT namely
		respective	per manpower planning of the respective organization.	relevant	Please Refer		Right to
		organization	per manpower planning of the respective organization.	provisions	training		Information Act
		organization		under CVC Act,	calendar at S		(course by ISTM
					No 4		as well as by
				Prevention of Corruption Act,			DoPT).
				_	(Annexure B).		Consultation
				Lokpal and			
				Lokayukta Act,			with CVC in

Annexure-A

							, , , , , ,	
Ī				RTI	Act,		Disciplinary	
				Vigilance			cases, Sanct	ion
				Manual,			for prosecut	ion
				complaint			(courses	by
				handling	under		ISTM).	
				PIDPI				
				Resolution	1		Please Re	fer
							training calen	dar
							at S No	4
							(Annexure B).	
	12.	Other Stake	Disciplinary			Preparation of	Please Re	
		holders like	Authority			chargesheet,	training calen	dar
		IO/PO,				Public	at S No	4
		Procurement				Procurement,	(Annexure B).	
		officers,				IOs/POs		
		Officers of HR				Training		