

## East Central Railway Plant Depot, DDU

### Online Training through Mission Karmayogi Digital Platform.

All new recruits is to be onboarded on IGOT platform mandatorily and they have to enroll themselves for Karmayogi Prarambh Module Course.

For on boarding and enrollment stepwise process is as under: -

1. Visit to the website <https://igotkarmayogi.gov.in>
2. Click on Login button at top right corner.
3. 02 options will be there: Login with password & Login with OTP
  - Click on Login with password: - email-id along with password with **domain karmayogi.gov.in** has been already sent on your mobile number provided while filling the Railway Recruitment Form. Use the same Id & password and login in IGOT platform.
  - Click on Login with OTP: - Use the mobile number provided while filling the Railway Recruitment Form, an OTP will be sent on the registered mobile number, fill it and login in IGOT platform.
4. After login successfully, a webpage will appear as under :-

The screenshot shows the homepage of the Mission Karmayogi digital platform. The browser address bar displays 'portal.igotkarmayogi.gov.in/page/home'. The page features a search bar at the top and a central banner with the title 'Mission Karmayogi: Transforming Government'. Below the banner, there are six hub icons: Learning hub, Discussion hub, Events hub, Career hub, Network hub, and Competency hub. A 'Curated collections' section is visible below, displaying five course cards: 'DAK KARMAYOGI- Courses for Department of Posts', 'DAKSHTA Courses', 'DAKSHTA for Young Professionals', 'Karmayogi Prarambh Module', and 'Karm appol'. A red arrow points to the 'Karm appol' card.

5. Select the course **KARMAYOGI PRARAMBH Module** highlighted with red arrow above, wherein 08 different courses will appear which is as under: -
  - Code of Conduct for Government Employees (Duration: - 35 minutes)
  - Prevention of Sexual Harassment (Duration: - 01 hour 51 minutes)
  - Understanding Motivation (Duration: - 01 hour 35 minutes)
  - Self Leadership (Duration: - 01 hour 16 minutes)
  - STRESS MANAGEMENT (Duration: - 02 hours 17 minutes)
  - Effective Communication (Duration: - 07 hours 19 minutes)
  - Microsoft Word Beginners (Duration: - 02 hours 56 minutes)
  - Microsoft Excel for Beginners (Duration: - 06 hour 55 minutes)
6. Select each course individually and enroll yourself for all 08 courses mentioned above. Thereupon, start your online training.
7. **Total duration of the course is 24 hours 07 minutes.** As such, kindly complete all 08 courses mentioned above till 01.08.2023 positively. (Approx 02 hrs daily)
8. After successful completion of individual course, a completion certificate will be issued for that course. As such, all 08 certificates is required to be obtained and the same should be submitted to Confidential Cell, Personnel department till 07.08.2023.

**Note: - In case of non-submission of KARMAYOGI PRARAMBH Module all 08 courses completion certificate, your salary will not be disbursed.**