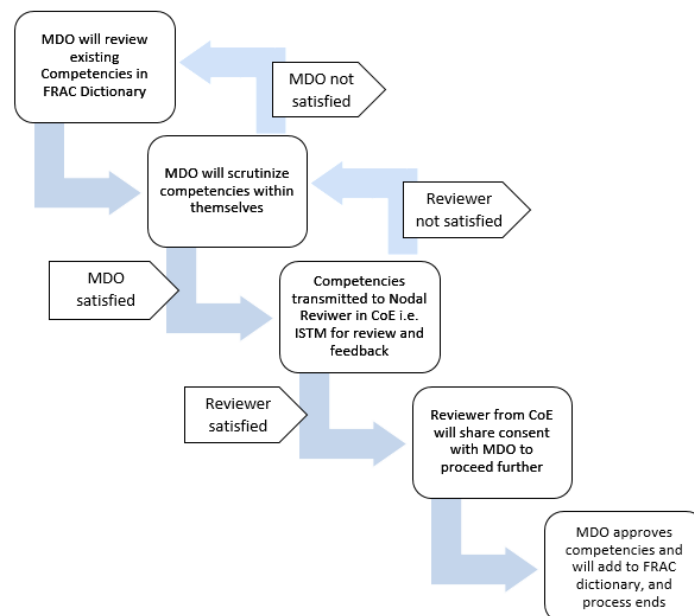


Centre of Excellence for Civil Services Competencies (COECSC)

Institute of Secretariat Training & Management (ISTM) has been identified by Department of Personnel & Training as the National Centre of Excellence in the Framework of Roles Activities and Competency (FRAC) Development for all categories of civil servants under *Mission Karmayogi* – the National Programme of Capacity Building of Civil Servants. While, the aforesaid framework is being evolved in consultation and collaboration with various stakeholders, ISTM has started functioning as a Centre of Excellence in Civil Services Competencies (CoECSC). Following are details with respect to CoECSC:

1. The objective of CoE-CSC is to systemize creation, scrutiny and approval of work place competencies desirable for all Government Ministries, Departments and Organisations (MDOs). Along with establishing a framework which would link the competencies with roles and activities in Government workplaces and positions, it is envisaged to follow a review flowchart depicted below:



1.1 An MDO will review the existing competencies that are available in the FRAC dictionary before creation of any new competency for any specific role. The MDOs will define competency areas, competency levels, labelling and descriptions of the level for the specific roles. Once these prerequisites are met, then the MDOs will scrutinize the competencies. If the MDOs leadership are satisfied with these competencies, the same will be transmitted to nodal reviewer in Center of Excellence (ISTM) for review and feedback. Once the reviewer is satisfied with the credentials of the competencies shared, the reviewer will share the consent with the MDO to proceed further. MDO will approve the competencies and they will be added to the FRAC dictionary for

tagging. It may be noted that the ownership of Creation, Scrutiny and Approval of the competencies will be with the respective MDO which is creating new competencies.

- 1.2 Reviewer will be from the Centre of Excellence (ISTM) and the responsibilities of the reviewer will be:
 - i. Reviewer will verify the technical aspects of the competency framework along with language and grammar before sharing the consent with the MDOs
 - ii. Reviewer will not own any competency, Responsibility and ownership of the competency developed will completely rest with the MDO

2. DoPT has deployed following five professional experts in the CoECSC for an year to firm up the structure and establishment of the work:
 - i. HR Management specialist
 - ii. Industrial Psychologist
 - iii. IT Specialist
 - iv. Data Management Expert
 - v. Product Management Specialist
