

No. F.7(11)/DoIT&C/2024/

Date

Office Order

The Department of Information Technology & Communication (DoIT&C) has formulated and implemented a comprehensive Training Policy for all officers and officials of the Department with the objective of continuously updating their knowledge and skills in line with recent advancements and emerging technologies. As per the said policy, a minimum of 40 (forty) hours of technical training per annum has been provisioned for each employee of the Department.

For effective implementation of the aforesaid policy, it is imperative to assess and consolidate the existing skill sets of all officers and officials, along with their respective training requirements.

Accordingly, all officers and officials of DoIT&C, including those posted across various Departments and locations, are hereby directed to submit details of their current skill sets and training requirements through the DoIT&C GyanSetu application, available under SSO, on or before 10.02.2026.

Further, all District Level Officers (DLOs) of DoIT&C shall ensure that the officers and officials posted in their respective districts (across Departments) comply with the above directions and submit the requisite information within the stipulated timeframe.

Encl : Instructions for response submission

(Himanshu Gupta)
Commissioner and Special Secretary

No. F.7(11)/DoIT&C/2024/

Date

1. PS to Secretary, IT&C
2. Sr. PS to Commissioner & Special Secretary, IT&C
3. PA to Director (T), RISL
4. Executive Director, R-CAT
5. OIC, Website, IT&C for upload on website
6. All District level officers (DLOs)
7. All officers and officials of DoIT&C
8. Guard File.

(Rameshwar Lal Solanki)
Technical Director and Joint Secretary

Signature valid

Digitally signed by Himanshu Gupta
Designation: Commissioner &
Special Secretary to Government
Date: 2026.01.27 18:04:42 IST
Reason: Approved

Instructions for submission of existing skill sets and Training Requirements

1. Login to Rajasthan Single Sign On (SSO) with your credentials
2. Click on “DoIT&C GyanSetu” application under G2G category
3. Check the prefilled information as per SSO profile and enter your current posting details

The screenshot shows the 'Induction Training Programme Registration' page, organized by the Government of Rajasthan - R-CAT. The page has a dark blue sidebar with a 'Home' link. The main content area has a blue header with the title and a note: 'Induction Training Programme on Office Procedure @ e-Governance for Informatics Assistance. Note: Your previously selected certifications are pre-checked. You can modify your selections below.' Below this is a section for 'Personal Information (Auto-filled from SSO)' with fields for Full Name, Employee ID, Designation, Rajasthan Government Email, Mobile Number, Posted District (dropdown), and Posted Office/Department (dropdown).

4. The next section consists of two parts 1) your existing skill sets and 2) your training requirements

The screenshot shows two side-by-side panels. The left panel is titled 'Current Technical Skills' with a '1 selected' badge. It lists categories: 1. Servers (with sub-items Microsoft Server and Linux Server), 2. Networking, 3. Database/Data Warehouse, 4. Programming, 5. Cybersecurity, and 6. Data Visualization/Analysis & Business Intelligence. The right panel is titled 'Technical Interest Areas' with a '2 selected' badge. It lists the same categories with checkboxes for selection. The 'Microsoft Server' and 'Linux Server' categories are checked in the left panel, and 'Oracle Database' and 'PostgreSQL Database' are checked in the right panel.

5. Select your existing skill sets with your skill level by selecting domain >> Technology >> Skill Level

The screenshot shows a web interface for selecting current technical skills. At the top, a blue header bar contains the text 'Current Technical Skills' and '1 selected'. Below this, a sub-header reads 'Select certifications you currently hold'. The main content area is divided into six categories, each with a dropdown arrow: 1. Servers, 2. Networking, 3. Database/Data Warehouse, 4. Programming, 5. Cybersecurity, and 6. Data Visualization/Analysis & Business Intelligence. The 'Servers' category is expanded, showing two sub-items: 'Microsoft Server' and 'Linux Server'. Under 'Microsoft Server', there is a checked checkbox for 'Microsoft Certified: Windows Server Administrator'. Under 'Linux Server', there is an unchecked checkbox. Below the sub-items, there is a button labeled '+ Add Other' and a text input field with the placeholder 'Enter technology name'. A note below the input field says 'Press Enter or click check to add'.

6. Mention your Training Requirements by selecting domain >> Technology

The screenshot shows a web interface for selecting technical interest areas. At the top, a blue header bar contains the text 'Technical Interest Areas' and '2 selected'. Below this, a sub-header reads 'Select technologies you're interested in pursuing'. The main content area is divided into six categories, each with a dropdown arrow: 1. Servers, 2. Networking, 3. Database/Data Warehouse, 4. Programming, 5. Cybersecurity, and 6. Data Visualization/Analysis & Business Intelligence. The 'Database/Data Warehouse' category is expanded, showing five sub-items: 'Oracle Database', 'PostgreSQL Database', 'MongoDB', 'IBM DB2 Database', and 'MSSQL Database'. Each sub-item has a checkbox to its right. The checkboxes for 'Oracle Database' and 'PostgreSQL Database' are checked, while the others are unchecked.

7. Your Selections shall be visible at the bottom of the page, please review the selection/ details and modify if required.

☰ Selected Skills Summary Total: 3

🔴 Current Technical Skills (1 certifications + 0 other) 1 domains

1. Servers

➤ Microsoft Server

• Microsoft Certified: Windows Server Administrator

★ Technical Interest Areas (2 technologies) 1 domains

1. Database/Data Warehouse

➤ Oracle Database

➤ PostgreSQL Database

8. Click on submit button to final submission of your response

☰ Selected Skills Summary Total: 3

🔴 Current Technical Skills (1 certifications + 0 other) 1 domains

1. Servers

➤ Microsoft Server

• Microsoft Certified: Windows Server Administrator

★ Technical Interest Areas (2 technologies) 1 domains

1. Database/Data Warehouse

➤ Oracle Database

➤ PostgreSQL Database

↺ Reset All

➤ Submit Registration