

GOVERNMENT OF WEST BENGAL
OFFICE OF THE COMMISSIONER OF POLICE, KOLKATA
18, LALBAZAR STREET, KOLKATA- 700 001

EMPLOYMENT NOTICE NO. FRC/Recruit/04/2017

DATE: 30th AUGUST, 2017

Applications are invited in the prescribed format from Men /Women candidates with Computer background for engagement as Civic Volunteers under Kolkata Police against newly sanctioned posts in terms of Government of West Bengal, Home & Hill Affairs Department, Police Establishment Branch order no 2801-PL/PB/3P-31/2012(Pt-1) dated 07-07-2017, as per following table:

Sl. No..	Unit In-Charges	Deployment in Units	No. of Civic Volunteers per unit	No. of Civic Volunteers	Head of Selection Board
1	DC North	Shyampukur PS(A)	06	56	Deputy Commissioner of Police, North and North Suburban Division 113, APC Roy Road, Kolkata-700009.
		Jorabagan PS(B)	06		
		Burtala PS(C)	06		
		Amherst St. PS(F)	06		
		Cossipore PS(M1)	06		
		Chitpur PS(N1)	06		
		Sinthee PS(M2)	06		
		Tala PS(N2)	06		
		Amherst St. Women PS	03		
		DRO	05		
2	DC Central	Burrabazar PS(D1)	06	62	Deputy Commissioner of Police, Central Division, 138, S. N. Banerjee Road, Kolkata-700013.
		Posta PS(D2)	06		
		Jorasanko PS(E1)	06		
		Hare Street PS(G)	06		
		Bowbazar PS(H)	06		
		Muchipara PS(I)	06		
		Taltala PS(J1)	06		
		New Market PS(J2)	06		
		Girish Park PS(E2)	06		
		Taltala Women PS	03		
DRO	05				
3	DC South	Hastings PS(L1)	06	74	Deputy Commissioner of Police, South Division, 34 Park Street, Kolkata-700016.
		Park Street PS(K1)	06		
		Shakespeare Sarani PS(K2)	06		
		Kalighat PS(T2)	06		
		Bhowanipur PS (T1)	06		
		Alipore PS(V1)	06		
		New Alipore PS(V2)	06		
		Chetla PS(V3)	06		
		Tollygunge PS(U1)	06		
		Charu Market PS(U3)	06		
		Maidan PS(L2)	06		
		Tollygunge Women PS	03		
		DRO	05		
4	DC Port	Watgunge PS(W)	06	62	Deputy Commissioner of Police, Port Division 1, Dumayune Avenue, Kolkata-700043.
		Gardenreach PS(X1)	06		
		Ekbalpore PS (Z)	06		
		North Port PS(NPPS)	06		
		South Port PS(SPPS)	06		
		West Port PS (WPPS)	06		
		Metiabruz PS(MTZ)	06		
		Rajabagan PS(RJB)	06		
		Nadial PS(NDL)	06		
		Watgunge Women PS	03		
DRO	05				
5	DC ESD	Manicktala PS(O1)	06	50	Deputy Commissioner of Police, Eastern Suburban Division 105, Hem Chandra Naskar Road, Kolkata-700010.
		Ultadanga PS(O2)	06		
		Entally PS(Q1)	06		
		Phool Bagan PS(P2)	06		
		Narkeldanga PS(P3)	06		
		Beniapukur PS(R1)	06		
		Beliaghata PS(P1)	06		
		Ultadanga Women PS	03		
		DRO	05		

6	DC SED	Lake PS(U2)	06	68	Deputy Commissioner of Police, South East Division 2, Syed Amir Ali Avenue , Kolkata-700017.
		Gariahat PS(S2)	06		
		Karaya PS(Y)	06		
		Ballygunge PS(S1)	06		
		Topsia PS(R2)	06		
		Tangra PS(Q2)	06		
		Pragati Maidan PS(PGM)	06		
		Tiljala PS(TLJ)	06		
		Anandapur PS	06		
		Kolkata Leather Complex PS	06		
		Karaya Women PS	03		
		DRO	05		
		7	DC SSD		
Patuli PS(PTL)	06				
Purba Jadavpur PS(PJP)	06				
Survey Park PS(SVP)	06				
Kasba PS(KSB)	06				
Garfa PS(GRF)	06				
Regent Park PS(RGP)	06				
Bansdroni PS(BND)	06				
Netaji Nagar PS	06				
Panchasayar PS	06				
Patuli Women PS	03				
DRO	05				
8	DC SWD			Behala PS(BHL)	06
		Parnasree PS(PRS)	06		
		Thakurpukur PS(TKP)	06		
		Haridevpur PS(HDV)	06		
		Taratala PS(X2)	06		
		Sarsuna PS	06		
		Behala Women PS	03		
		DRO	05		
9	DC TP (I)	Headquarters Traffic Guard	04	60	Deputy Commissioner of Police, Traffic Department 18, Lalbazar Street, Kolkata-700001
		Howrah Bridge Traffic Guard	04		
		Shyambazar Traffic Guard	04		
		Jorabagan Traffic Guard	04		
		Sealdah Traffic Guard	04		
		South Traffic Guard	04		
		East Traffic Guard	04		
		South East Traffic Guard	04		
		Bhowanipore Traffic Guard	04		
		Vidyasagar Setu Traffic Guard	04		
		Ultadanga Traffic Guard	04		
		Beliaghata Traffic Guard	04		
		Tollygunge Traffic Guard	04		
		Park Circus Traffic Guard	04		
South West Traffic Guard	04				
10	DC TP (S)	James Long Sarani Traffic Guard	04	40	Deputy Commissioner of Police, Traffic (South)Tollygunge EF Lines 255/257,D.P.S Road, Kolkata-700033.
		D H Road Traffic Guard	04		
		Regent Park Traffic Guard	04		
		Jadavpur Traffic Guard	04		
		Garia Traffic Guard	04		
		Kasba Traffic Guard	04		
		Purba Jadavpur Traffic Guard	04		
		Tiljala Traffic Guard	04		
		Thakurpukur Traffic Guard	04		
		Metiabruz Traffic Guard	04		
Total				584	

Details of the terms and conditions of the engagement of Civic Volunteers

A. The applicant should possess the following Eligibility Criteria:

1. Preferably a resident of the area under the Police Station / Unit where they will be deployed.
2. Minimum age of the applicant should be 20 years (as on 1st September of 2017) and maximum age is 60 years.
3. Minimum Educational Qualification :Class-VIII.
4. Preference would be given to the applicants who have done well in sports and have experience as NCC Cadet / Boy Scouts / NSS Guide / Civil Defence Volunteers etc.
5. The candidate shall have adequate skill of working on computer and have suitable certificate to claim their expertise.
6. Should not have any criminal record against him / her in any Police Station.
7. Should be physically and mentally fit.

B. Selection process:

1. Applicants will collect the application form from their respective Police Stations /D.R.O. and submit at the same place after properly filling the application form. The proforma for the application form is attached at appendix-A.
2. O.C. will maintain a register to record all such application form and shall forward the same to their respective Reserve Offices for further processing.
3. The selection of Civic Volunteers for enrolment will be done by the process of interview by the selection committee under chairmanship of divisional D.C's, D.C., T.P & D.C., T.P. (South) along with one Assistant Commissioner and one Inspector working under respective D.C's.
4. Any disputes arise during their selection process or voluntary service of Civic Volunteers will be decided by the appellate authority comprising of Commissioner of Police, Kolkata as the chairman and Addl. Commissioner of Police (IV), Kolkata and Jt. Commissioner of Police (AP), Kolkata as members.
5. The selected volunteers will have no claim as to the employability in Kolkata Police or any other department of the Govt. for such engagement.
6. Each such volunteer will be paid honorarium at a rate which will be decided by the Govt. after furnishing working statement certified by the O.C. of the Police Station / Traffic Guards and R.Os of the respective D.R.Os.
7. Each volunteer will be assigned one ID No. at the time of induction.
8. Each volunteer will have to undergo a 2 weeks training course organised by D.C., H.G.O., Kolkata Police.
9. After observing necessary selection procedure and completion of training, such Civic Volunteer will be inducted and deployed in different units of Kolkata Police.

C. Disciplinary matters:

All Civic Volunteers will exhibit highest degree of discipline and devotion to Government duty. The Civic Volunteers will be liable to be demobilized-temporarily or permanently by D.C., H.G.O., Kolkata for the reasons noted below:

1. Dereliction of duty,
2. Indiscipline conduct,
3. Involvement in any criminal case other than the petty cases (however, if the person is acquitted then he / she can be re-instated if otherwise not unsuitable),

4. Long Unauthorized absence from duty,
5. Indulgence in corruption / extortion,
6. Exhibiting conduct unbecoming of a Volunteer deployed in assistance of the Police,
7. Incapacitated or medically unfit,
8. Any other reasonable cause to be determined by Head of unit.

D. How to Apply :

(a) Application form:- Prescribed format of application is attached herewith. It should be printed on white A-4 size paper only. The following documents shall have to be attached with the application:-

- (i) Self attested copy of identity proof. (PAN Card/ Passport / Driving License / Voter Card / Bank Passbook with photograph / Aadhaar Card / e-Aadhaar Card with a photograph)
- (ii) Self attested copy of proof of address. (Voter Card / Aadhaar Card / e-Aadhaar Card with photograph / Passport / Driving License / Bank Passbook / Electric Bill / Telephone Bill)
- (iii) One copy of recent passport size (4.5cm x 3.5cm), self attested photograph to be pasted on the right top of the application.
- (iv) Self attested copy of proof of age.
- (v) Self attested copy of educational testimonials.

(b) All the original documents as mentioned above will be verified at the time of engagement. The candidates are required to submit application for **one unit only**.

APPLICATION SUBMITTED IN MORE THAN ONE UNIT WILL BE SUMMARARILY REJECTED.

(c) The application form duly filled in along with the prescribed documents should be submitted personally (not by post or any other means) in the DROP BOX kept in the concerned unit office for which the applicant is willing to submit his application. The envelop containing the application should be superscribed as **“APPLICATION FOR THE POST OF CIVIC VOLUNTEER WITH COMPUTER BACKGROUND ”**.

No application will be received at any address other than the above mentioned addresses.

No application will be received through Speed post/Registered post.

E. LAST DATE AND TIME OF RECEIPT OF APPLICATIONS IS 7TH SEPTEMBER , 2017 BY 5.00 PM.

- (i) No application will be received after the last date and time of receipt of application.
- (ii) Incomplete applications without required documents as laid down in para D (a) are liable to be rejected.

F. Canvassing in any way will disqualify the candidate from being considered for the post.

**Administrative Officer,
Kolkata Police**

APPENDIX-A

APPLICATION FORM FOR ENROLMENT AS CIVIC VOLUNTEER

Name of Police Station / TP Guards: _____

Division / Unit: _____

Paste your recent passport photograph
--

1. ID No. (to be filled by office) : _____

2. Name in full (in Capital Letters) : _____

3. Gender : _____

4. Date of birth : _____

D	D	M	M	Y	Y	Y	Y

5. Father's Name : _____

6. Mother's Name : _____

7. Mobile No. : _____

8. E-mail (if any) : _____

9. A. Present Address : _____

B. Permanent Address : _____

10. Category : _____

UR	OBC	SC	ST

11. Religion : _____

12. Marital Status : _____

13. Identification Mark : _____

14. Voter Card No. (if any) : _____

15. Aadhar Card No. (if any) : _____

16. Education Qualification : _____

(Please attach Xerox
Copies of certificates)

17. Extra-curricular Activities and other skills such as NCC / Scouts / NSS / Civil Defence / Sports / Driving / Technician / Computer skills etc.: (Give details in Brief and please attach Xerox copies of certificates)

A. _____

B. _____

C. _____

18. Involvement in Criminal Case : Yes No
(Please tick mark)

If yes, please give case details :

Declaration :

(i) I possess all essential qualifications.

(ii) I solemnly declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found suppressed / false or incorrect, or if my ineligibility is detected, my candidature / enrolment to Civic Volunteer will stand cancelled. I also declare that I have submitted no other application form for this enrolment.

Date :

Full Signature of the candidate

Place :

For Office Use