

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

EMPLOYMENT NOTICE NO. FRC/Recruit/04/2018

DATE: 28TH FEBRUARY, 2018

Applications are invited in the prescribed format from Men/Women candidates for engagement as Civic Volunteers under Kolkata Police/Kolkata Police Directorate 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-I) dated 07/07/2017, as per following table:

Sl. No.	Unit In-Charge	Deployment in Unit/Division	Allotment of Civic Volunteers per unit/division	Head of Selection Board & Address for Collection and Submission of application
1.	DC ESD, Kolkata	Eastern Suburban Division, Kolkata Police	10	Deputy Commissioner of Police, Eastern Suburban Division, Kolkata Address: 105, Hem Chandra Naskar Road, Kolkata-700010.
2.	DC SED, Kolkata	South East Division, Kolkata Police	15	Deputy Commissioner of Police, South East Division, Kolkata Address: 2, Syed Amir Ali Avenue, Kolkata-700017.
3.	DC SD, Kolkata	South Division, Kolkata Police	25	Deputy Commissioner of Police, South Division, Kolkata Address: 34 Park Street, Kolkata-700016.
4.	DC STF, Kolkata	Special Task Force, Kolkata Police	15	Deputy Commissioner of Police, Special Task Force, Kolkata Address: 18, Lalbazar Street, Kolkata 700 001
5.	Jt. CP (E), Kolkata	Kolkata Police Directorate	10	Joint Commissioner of Police (Establishment), Kolkata Address: 18, Lalbazar Street, Kolkata 700 001

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 unit/division where they will be deployed.
2. Minimum age of the applicant should be 20 years (as on 1st day of January, 2018) 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. Should not have any criminal record against him / her in any Police Station.
6. Should be physically and mentally fit.

B. Selection process:

1. Applicants will collect the Application Form on all working days from the respective Offices as specified in the table above and submit the same at the same place after properly filling the application form. The proforma for the application form is attached at appendix-A.
2. Concern Reserve Officer will maintain a register to record all such application forms received for ESD, SED, SD and STF for further processing. Head Assistant, Record Section, KPD will maintain a register to record all such application forms received for Kolkata Police Directorate for further processing.

3. The selection of Civic Volunteers for enrolment in ESD, SED, SD and STF will be done by the process of interview by the selection committee comprising concerned Deputy Commissioner of Police of Divisions/ unit, Kolkata Police alongwith one Assistant Commissioner of Police and one Inspector working under the respective Deputy Commissioner of Police as members.

The Section of Civic Volunteers for enrollment in Kolkata Police Directorate will be done by the process of interview by the Selection committee comprising Joint Commissioner of Police (Establishment), Kolkata alongwith Administrative Officer, Kolkata Police and Assistant Administrative Officer (Building), Kolkata Police Directorate as members.

4. Any dispute arises during their selection process or voluntary service of Civic Volunteers will be decided by an Appellate Board comprising the 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 prescribed by the Government on furnishing of working statement certified by Unit-in-Charge.
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 organized by Deputy Commissioner of Police, Home Guard Organization, Kolkata.
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 Deputy Commissioner of Police, Home Guard Organization, 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 which is found to be 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, 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 Divisional/ unit office for which the applicant is willing to submit his/her application. The envelope containing the application should be superscribed as **“APPLICATION FOR THE POST OF CIVIC VOLUNTEER”**.

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 13th MARCH, 2018 BY 05.00 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.

Sd/-
Administrative Officer
Kolkata Police

APPENDIX-A

APPLICATION FORM FOR ENROLMENT AS CIVIC VOLUNTEER

Name of 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. Aadhaar 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 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