

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

EMPLOYMENT NOTICE NO. FRC/Recruit/05/2018

DATE: 22ND MAY, 2018

Applications are invited in the prescribed format from Men/Women candidates for engagement in units mentioned at Sl. No. 1-5 and Women candidates for Sl. No. 6 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-I) dated 07/07/2017, as per following table:

Sl. No.	Deployment in Unit	Allotment of Civic Volunteers per unit	Head of Selection Board & Address for Collection and Submission of application
1.	Detective Department, Kolkata Police	60	Deputy Commissioner of Police (II), Detective Department, Kolkata Address: 18, Lalbazar Street, Kolkata 700 001
2.	Kolkata Police Dog Squad	10	Deputy Commissioner of Police, Home Guard Organization, Kolkata Address: 29, R.N. Mukherjee Road, Kolkata 700 001
3.	Kolkata Mounted Police	10	Deputy Commissioner of Police, Home Guard Organization, Kolkata Address: 29, R.N. Mukherjee Road, Kolkata 700 001
4.	Police Housing Estate	70	Deputy Commissioner of Police, Home Guard Organization, Kolkata Address: 29, R.N. Mukherjee Road, Kolkata 700 001
5.	Kolkata Police Sports Section	25	Deputy Commissioner of Police, Home Guard Organization, Kolkata Address: 29, R.N. Mukherjee Road, Kolkata 700 001
6.	East Division, Kolkata Police	20	Deputy Commissioner of Police, Home Guard Organization, Kolkata Address: 29, R.N. Mukherjee Road, 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 Kolkata Police jurisdiction.
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.
7. **Additional requirement:**
 - i. Candidates (Men/ Women) applying for Detective Department need to have good knowledge on computer fundamentals and data entry operation.
 - ii. Candidates (Men/Women) applying for Kolkata Police Dog Squad and Kolkata Mounted Police need to be willing to work with animals and have experience in this regard.
 - iii. Candidates (Men/Women) applying for Police Housing Estate need to have working experience in Plumbing/Carpentry/Electrical work/Masonry etc.

- iv. Candidates (Men/Women) applying for Kolkata Police Sports Section should have participated in State Level Sports Events.
- v. Women candidates only need to apply for the vacancies in the East Division.

B. Selection process:

1. Applicants will collect the Application Form on all working days from the Reserve Offices of Detective Department and Home Guard Organization as the case may be/may download the application form from the official Website of Kolkata Police (**www.kolkatapolice.gov.in**) and submit the same within the stipulated period at the place of submission mentioned in the table above after filling up 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 further processing.
3. Selection of Civic Volunteers for enrolment in Detective Department will be done through the process of interview by the selection committee comprising Deputy Commissioner of Police (II), Detective Department, Kolkata as Chairman and one Assistant Commissioner of Police & one Inspector working under Deputy Commissioner of Police (II) Detective Department, Kolkata as members.

The Selection of Civic Volunteers for enrollment in Kolkata Police Dog Squad, Kolkata Mounted Police, Police Housing Estate, Kolkata Police Sports Section and East Division, Kolkata Police will be done through the process of interview by the Selection committee comprising Deputy Commissioner of Police, Home Guard Organisation, Kolkata as Chairman, one Assistant Commissioner of Police & one Inspector working under Deputy Commissioner of Police, Home Guard Organization, Kolkata and Assistant Commissioner of Police, Sports, Kolkata, One Assistant Commissioner of Police from East Division, Kolkata Police, Officer-In-Charge, Dog Squad, Kolkata and Inspector Mounted Police, Kolkata as members.

4. Any dispute arises during the selection process 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. Indisciplined 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 self attested passport size photograph** is to be pasted on the right top of the application form.
- (iv) **Self attested** copy of document regarding proof of age.
- (v) **Self attested** copies of educational testimonials and experience certificates (if any).
- (vi) **Self attested** copy of certificate of sports participation (for candidates applying for Kolkata Police Sports Section)

(b) All the original documents as mentioned above will be verified at the time of engagement. The candidates are required to submit **one application 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 any other means)** in the **DROP BOX** kept in the concerned 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.

E. LAST DATE AND TIME OF RECEIPT OF APPLICATIONS IS 5TH JUNE, 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

Employment Notice No.: FRC/Recruit/05/2018 dated 22nd May, 2018

Name of Unit for which application is made:
(To be filled by the applicant)

Paste self-
attested recent
passport size
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 photocopies 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