

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

EMPLOYMENT NOTICE NO. FRC/Recruit/04/2019

DATE: 29TH JULY, 2019

Applications are invited in the prescribed format from Men / Women candidates for engagement as Civic Volunteers under different units/divisions of Kolkata Police for filling up of existing 282 vacant posts of Civic Volunteers and fresh engagement in 52 posts out of 5000 posts sanctioned 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 the following table:

Sl. No.	Deployment in Unit	Vacancy Fill Up	Fresh Allotment	Total	Head of Selection Board & Address for Collection and Submission of Application
1.	Traffic Department, Kolkata Police	80 [Sweeper-10]	0	80	Deputy Commissioner of Police (I) Traffic Department, Kolkata Address: 18, Lalbazar Street, Kolkata 700 001
2.	South Suburban Division, Kolkata Police	10	0	10	Deputy Commissioner of Police, South Suburban Division, Kolkata Address: Tollygunge Emergency Force Lines, 255/257, D.P.S. Road, Kolkata 700 033
3.	South East Division, Kolkata Police	15	0	15	Deputy Commissioner of Police, South East Division, Kolkata Address: 2, Syed Amir Ali Avenue, Kolkata 700 017
4.	East Division, Kolkata Police	08	0	08	Deputy Commissioner of Police, East Division, Kolkata Address: Premises no. 512, Hossenpur, Kolkata 700 107
5.	North & North Suburban Division, Kolkata Police	30 [Sweeper-05]	0	30	Deputy Commissioner of Police, North & North Suburban Division, Kolkata Address: 113, A.P.C. Road, Kolkata 700 009.
6.	Eastern Suburban Division, Kolkata Police	10	0	10	Deputy Commissioner of Police, Eastern Suburban Division, Kolkata Address: 105, Hem Chandra Naskar Road, Kolkata 700010
7.	South Division, Kolkata Police	08	0	08	Deputy Commissioner of Police, South Division, Kolkata Address: 34, Park Street, Kolkata 700 016
8.	Port Division, Kolkata Police	25 [Sweeper-05]	0	25	Deputy Commissioner of Police, Port Division, Kolkata Address: 1, Dumayune Avenue, Kolkata 700 043
9.	South West Division, Kolkata Police	15 [Sweeper-04]	0	15	Deputy Commissioner of Police, South West Division, Kolkata Address: Tollygunge Emergency Force Lines, 255/257, D.P.S. Road, Kolkata 700 033
10.	Central Division, Kolkata Police	05	0	05	Deputy Commissioner of Police, Central Division, Kolkata Address: 138, S.N. Banerjee Road, Kolkata 700 013
11.	Brigade Headquarter, Kolkata	10 [Sweeper-02]	0	10	Senior Deputy Commissioner of Police, Armed Police, Kolkata Address: 7, Diamond Harbour Road, Kolkata 700 027
12.	Kolkata Mounted Police	02	0	02	Deputy Commissioner of Police, Home Guard Organization, Kolkata Address: 29, R.N. Mukherjee Road, Kolkata 700001
13.	Kolkata Home Guard Organization	64 [Plumber-10, Electrician-15, Sweeper-30 & Cook-09]	52 [Sweeper-50 & Cook-02]	116	
Total		282	52	334	

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, 2019**) and maximum age is 60 years.
3. Minimum Educational Qualification: Class VIII Pass.
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 his/her name in any Police Station.
6. Should be physically and mentally fit.
7. Candidates applying for Kolkata Mounted Police need to be willing to work with animals and have experience in this regard. Candidates applying for Kolkata Home Guard Organization need to have good knowledge and working experience on Plumbing, Electrical, Sweeping and Cooking job.

B. Selection process:

1. Applicants will collect the **Application Form on all days from the concerned offices mentioned in the table above** or 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 **concerned 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. (a) Reserve Officer, Traffic Department, Kolkata will maintain register to record all such application forms received for Traffic Department of Kolkata Police for further processing.
(b) Reserve Officers of concerned divisions of Kolkata Police will maintain registers to record all such application forms received for SSD, SED, ED, ND & NSD, ESD, SD, PD, SWD, CD of Kolkata Police for further processing.
(c) Reserve Officer, Brigade HQrs, Kolkata will maintain register to record all such application forms received for Brigade Headquarters, Kolkata Police for further processing.
(d) Reserve Officer, Home Guard Organisation, Kolkata will maintain separate registers to record all such application forms received for Kolkata Home Guard Organisation and Kolkata Mounted Police for further processing.
3. (a) Selection of **Civic Volunteers** for enrolment in **Traffic Department, Kolkata Police** will be done through the process of interview by the selection committee comprising Deputy Commissioner of Police (I), Traffic Department, Kolkata as Chairman and one Assistant Commissioner of Police & one Inspector working under Deputy Commissioner of Police (I), Traffic Department, Kolkata as members.
(b) Selection of **Civic Volunteers** for enrolment in **different divisions of Kolkata Police** will be done through the process of interview by the selection committee comprising the concerned Divisional Deputy Commissioner of Police, Kolkata as Chairman and one Assistant Commissioner of Police & one Inspector working under the concerned Divisional Deputy Commissioner of Police, Kolkata as members.
(c) Selection of **Civic Volunteers** for enrolment in **Brigade Headquarters, Kolkata** will be done through the process of interview by the selection committee comprising Senior Deputy Commissioner of Police, Armed Police, Kolkata as Chairman and one Assistant Commissioner of Police & one Inspector working under Senior Deputy Commissioner of Police, Armed Police, Kolkata as members.
(d) Selection of **Civic Volunteers** for enrolment in **Kolkata Mounted Police and Kolkata Home Guard Organisation** will be done through the process of interview by the selection committee comprising Deputy Commissioner of Police, Home Guard Organisation, Kolkata as Chairman and one Assistant Commissioner of Police & one Inspector working under Deputy Commissioner of Police, Home Guard Organisation, Kolkata as members.
3. 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 (II), Kolkata and Jt. Commissioner of Police (AP), Kolkata as members.
4. The selected volunteers will have no claim as to the employability in Kolkata Police or any other department of the Government for such engagement.
5. Each such volunteer will be paid Honorarium at a rate prescribed by the Government on furnishing of working statement certified by Unit-in-Charge.
6. Each volunteer will be assigned one ID No. at the time of induction.
7. Each volunteer will have to undergo a 2 weeks' training course organized by Deputy Commissioner of Police, Home Guard Organization, Kolkata.
8. After observing necessary selection procedure and completion of training, such Civic Volunteer will be inducted and deployed in different units of Kolkata Police.
9. In case any selected candidate does not join in due course, the vacancy thus arise would be filled up from the Reserve List of Civic Volunteers that will be prepared against this Employment Notice. Every Unit head selecting the Civic Volunteers should draw a reserve list of 20% of seats allotted to that Unit. Candidates from the reserve list will be enrolled within a period of 01 (one) year from the date of issuance of Employment Notice, if any vacancy arises due to any reason.

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 reinstated if otherwise not unsuitable),
4. Unauthorized absence from duty for more than 90 (ninety) days,
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** (Birth Certificate / School Leaving Certificate/Admit Card showing date of birth).
- (v) **Self attested copies of educational testimonials and extra Curricular activities.**
- (vi) **Self attested copies of certificates of technical qualification [Mentioned at para A(7) above] and working experience, if any.**

All the original documents as mentioned above will be verified at the time of engagement. **Candidates are required to submit one application only.**

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

(b) 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 at the concerned offices as mentioned in the table above, 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 6TH AUGUST, 2019 BY 05.00 PM.

- (i) No application will be received after the last date and time of receipt of application.
- (ii) **Incomplete applications and 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

[Ref. Employment Notice No.: FRC/Recruit/04/2019 dated 29th July, 2019]

Name of Division/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 : _____
(P.S. to be mentioned)

B. Permanent Address : _____
(P.S. to be mentioned)

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