

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DEPUTY COMMISSIONER OF POLICE  
WIRELESS BRANCH, KOLKATA POLICE  
112, RIPON STREET, KOLKATA – 700 016.**

**DATE: 14/12/2017**

**Employment Notice No. W.Br./Recruit/01/2017  
for The Post of Civic Volunteer in Kolkata Police, 2017**

Applications are invited from willing candidates, for engagement in 25 (twenty five) post of Civic Volunteers under Kolkata Police and sent to Office of Deputy Commissioner of Police, Wireless Branch, Kolkata Police, 112 Ripon Street, Kolkata – 700 016, so as such to reach on or before 26.12.2017

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

**A. The Applicant should possess the following Eligibility Criteria:**

1. Minimum age of the applicant should be 20 years (as on 1<sup>st</sup> December 2017) and Maximum age is 60 years.
2. Minimum Educational Qualification: Class VIII.
3. Should not have any criminal record against him/ her in any Police Station.
4. Should be physically and mentally fit.

**B. Selection process**

1. Applicants will download the Application Form from the website and submit the same at ground floor, 112 Ripon Street, Kolkata – 700 016 in the DROP BOX.
2. The selection of Civic Volunteers for enrolment will be done by the process of interview by the Selection Committee chaired by Deputy Commissioner of Police, Wireless Branch, Kolkata Police along with AC (MTS) Wireless Branch and OC MTS working under the DC as members.
3. Any disputes arise 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 (E) Kolkata as members.
4. The selection volunteers will have no claim as to the employability in Kolkata Police or any other department of the Govt. 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 Officer-in-Charge, under whom he/ she will be deputed.
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.
8. After observing necessary selection procedure and completion of training, such Civic Volunteer will be inducted and deployed in different sections of Wireless Branch.

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 DC H.G.O., Kolkata Police for the reasons noted below:

1. Dereliction of duty,
2. Indiscipline conduct,
3. Involvement in any criminal case other than the petty case (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 Volunteers 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 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 of 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.

(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 at the ground floor of Deputy Commissioner of Police, Wireless Branch, Kolkata Police 112 Ripon Street, Kolkata – 700 016. The envelope containing the application should be super scribed as “**APPLICATION FOR THE POST OF CIVIC VOLUNTEER**”.

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

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

**E. LAST DATE AND TIME OF RECEIPT OF APPLICATIONS IS 26/12/2017 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.**

Deputy Commissioner of Police,  
Wireless Branch, Kolkata

**APPENDIX-A**

**APPLICATION FORM FOR ENROLEMENT AS CIVIC VOLUNTEER**

To,  
The Deputy Commissioner of Police,  
Wireless Branch, Kolkata,  
112, Ripon Street, Kolkata – 700 016.



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

2. Name in full (in Capital Letters) : \_\_\_\_\_

3. Gender : \_\_\_\_\_

4. Date of birth : \_\_\_\_\_

<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

5. Father's Name : \_\_\_\_\_

6. Mother's Name : \_\_\_\_\_

7. Mobile No. : \_\_\_\_\_

8. E-Mail (if any) : \_\_\_\_\_

9. **A. Present Address** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Permanent Address** : \_\_\_\_\_

\_\_\_\_\_

10. Religion : \_\_\_\_\_

11. Marital Status : \_\_\_\_\_

12. Identification Mark : \_\_\_\_\_

13. Voter Card No. (if any) : \_\_\_\_\_

14. Aadhaar Card No. (if any) : \_\_\_\_\_

15. Educational Qualification : \_\_\_\_\_

(Please attach Xerox  
Copies of certificates)

16. 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. \_\_\_\_\_

17. 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.

\_\_\_\_\_  
Full Signature of the candidate

Date :

Place :

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**For Office use**