

GOVERNMENT OF WEST BENGAL
OFFICE OF THE COMMISSIONER OF POLICE, KOLKATA
ADMINISTRATIVE BRANCH, FORCE SECTION, KPD
18, LALBAZAR STREET, KOLKATA- 700 001

EMPLOYMENT NOTICE NO. FRC/Recruit/07/2017

DATE: 25TH OCTOBER, 2017

Applications are invited in the prescribed format from Men/Women candidates 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-I) dated 07/07/2017, as per following table:

Sl. No.	Unit In-Charges	Deployment in Units/ Police Stations	No. of Civic Volunteers per unit/PS	Total no. of Civic Volunteers	Head of Selection Board & Address
1.	DC ND	Shyampukur PS(A)	10	87	Deputy Commissioner of Police, North and North Suburban Division, Kolkata 113, APC Roy Road, Kolkata-700009
		Jorabagan PS(B)	10		
		Burtala PS(C)	10		
		Amherst Street PS(F)	10		
		Cossipore PS(M1)	10		
		Chitpur PS(N1)	10		
		Sinthee PS(M2)	10		
		Tala PS(N2)	10		
		DRO	05		
		Amherst Street PS Campus PHE	02		
		2	DC CD		
Posta PS(D2)	10				
Jorasanko PS(E1)	10				
Hare Street PS(G)	10				
Bowbazar PS(H)	10				
Muchipara PS(I)	10				
Taltala PS(J1)	10				
New Market PS(J2)	10				
Girish Park PS(E2)	10				
DRO	05				
3.	DC SD			Hastings PS(L1)	10
		Park Street PS(K1)	10		
		Shakespeare Sarani PS(K2)	10		
		Kalighat PS(T2)	10		
		Bhowanipur PS (T1)	10		
		Alipore PS(V1)	10		
		New Alipore PS(V2)	10		
		Chetla PS(V3)	10		
		Tollygunge PS(U1)	10		
		Charu Market PS(U3)	10		
		Maidan PS(L2)	10		
		DRO	05		
		4.	DC PD	Watgunge PS(W)	10
Gardenreach PS(X1)	10				
Ekbalpore PS (Z)	10				
North Port PS(NPPS)	10				
South Port PS(SPPS)	10				
West Port PS (WPPS)	10				
Metiabruz PS(MTZ)	10				
Rajabagan PS(RJB)	10				
Nadial PS(NDL)	10				
DRO	05				
River Traffic Police, Kolkata	20				
5.	DC ESD			Manicktala PS(O1)	10
		Ultadanga PS(O2)	10		
		Entally PS(Q1)	10		
		Phool Bagan PS(P2)	10		
		Narkeldanga PS(P3)	10		
		Beniapukur PS(R1)	10		
		Beliaghata PS(P1)	10		
		DRO	05		
		Bidhan Sishu Udyan PHE	02		
		Narkeldanga PHE	04		

Sl. No.	Unit In-Charges	Deployment in Units/ Police Stations	No. of Civic Volunteers per unit/PS	Total no. of Civic Volunteers	Head of Selection Board & Address
6.	DC SED	Lake PS(U2)	10	105	Deputy Commissioner of Police, South East Division, Kolkata 2, Syed Amir Ali Avenue, Kolkata-700017.
		Gariahat PS(S2)	10		
		Karaya PS(Y)	10		
		Ballygunge PS(S1)	10		
		Topsia PS(R2)	10		
		Tangra PS(Q2)	10		
		Pragati Maidan PS(PGM)	10		
		Tiljala PS(TLJ)	10		
		Anandapur PS	10		
		Kolkata Leather Complex PS	10		
		DRO	05		
7.	DC SSD	Jadavpur PS(JDV)	10	105	Deputy Commissioner of Police, South Suburban Division, (Jadavpur Division), Kolkata Tollygunge Emergency Force Lines, 255/257,D.P.S Road, Kolkata-700033.
		Patuli PS(PTL)	10		
		Purba Jadavpur PS(PJP)	10		
		Survey Park PS(SVP)	10		
		Kasba PS(KSB)	10		
		Garfa PS(GRF)	10		
		Regent Park PS(RGP)	10		
		Bansdroni PS(BND)	10		
		Netaji Nagar PS	10		
		Panchasayar PS	10		
		DRO	05		
8.	DC SWD	Behala PS(BHL)	10	65	Deputy Commissioner of Police, South West Division (Behala Division), Kolkata Tollygunge Emergency Force Lines, 255/257,D.P.S Road, Kolkata-700033.
		Parnasree PS(PRS)	10		
		Thakurpukur PS(TKP)	10		
		Haridevpur PS(HDV)	10		
		Taratala PS(X2)	10		
		Sarsuna PS	10		
		DRO	05		
9.	DC TP (I)	Headquarters Traffic Guard	05	75	Deputy Commissioner of Police, Traffic Department, Kolkata 18, Lalbazar Street, Kolkata-700001
		Howrah Bridge Traffic Guard	05		
		Shyambazar Traffic Guard	05		
		Jorabagan Traffic Guard	05		
		Sealdah Traffic Guard	05		
		South Traffic Guard	05		
		East Traffic Guard	05		
		South East Traffic Guard	05		
		Bhowanipore Traffic Guard	05		
		Vidyasagar Setu Traffic Guard	05		
		Ultadanga Traffic Guard	05		
		Beliaghata Traffic Guard	05		
		Tollygunge Traffic Guard	05		
		Park Circus Traffic Guard	05		
South West Traffic Guard	05				
10.	DC TP (S)	James Long Sarani Traffic Guard	05	55	Deputy Commissioner of Police, Traffic (South), Kolkata Tollygunge EF Lines, 255/257,D.P.S Road, Kolkata-700033.
		D H Road Traffic Guard	05		
		Regent Park Traffic Guard	05		
		Jadavpur Traffic Guard	05		
		Garia Traffic Guard	05		
		Kasba Traffic Guard	05		
		Purba Jadavpur Traffic Guard	05		
		Tiljala Traffic Guard	05		
		Thakurpukur Traffic Guard	05		
		Metiabruz Traffic Guard	05		
Office	05				
11.	DC(II) DD	Detective Department, Kolkata Police	To be deployed in different sections of DD, KP	20	Deputy Commissioner of Police (II), Detective Department, Kolkata 18, Lalbazar Street, Kolkata 700 001

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12.	DC (II) SB	Special Branch, Kolkata Police	20	26	Deputy Commissioner of Police (II), Special Branch, Kolkata 14 & 15, Lord Sinha Road, Kolkata 700 001
		Belghoria PHE	06		
13.	DC EB	Enforcement Branch, Kolkata Police	To deployed in different sections of EB, KP	05	Deputy Commissioner of Police, Enforcement Branch, Kolkata 112, Ripon Street, Kolkata 700016
14.	DC(II) SCO	Security Control Organisation, Kolkata Police	10	12	Deputy Commissioner of Police (II), Security Control Organisation, Kolkata 237, A.J.C. Bose Road, Kolkata 700 020
		9 & 10 Gokhale Road PHE	02		
15.	DC WB	Wireless Branch, Kolkata Police	To be deployed in different sections of W.B., KP	05	Deputy Commissioner of Police, Wireless Branch, Kolkata 112, Ripon Street, Kolkata 700016
16.	DC RF	Reserve Force, Kolkata Police	To be deployed in different sections of RF, KP	15	Deputy Commissioner of Police, Reserve Force, Kolkata 18, Lalbazar Street, Kolkata 700001
17.	DC 1 st Bn	1 st Battalion, Kolkata Armed Police	To be deployed in different sections of 1 st Bn, KAP	05	Deputy Commissioner of Police, 1 st Battalion, Kolkata 7, Diamond Harbour Road, Kolkata 700 027
18.	DC 2 nd Bn	2 nd Battalion, Kolkata Armed Police	10	16	Deputy Commissioner of Police, 2 nd Battalion, Kolkata 29/1, B.T. Road, Kolkata 700002
		Nowadapar PHE	06		
19.	DC 3 rd Bn	3 rd Battalion, Kolkata Armed Police	To be deployed in different sections of 3 rd Bn, KAP	05	Deputy Commissioner of Police, 3 rd Battalion, Kolkata 7, Diamond Harbour Road, Kolkata 700027
20.	DC 4 th Bn	4 th Battalion, Kolkata Armed Police	10	12	Deputy Commissioner of Police, 4 th Battalion, Kolkata Block AF, Sector-I, Salt Lake, Kolkata 700064
		Salt Lake HC Block PHE	02		

Sl. No.	Unit In-Charges	Deployment in Units/ Police Stations	No. of Civic Volunteers per unit/PS	Total no. of Civic Volunteers	Head of Selection Board & Address
21.	DC 5 th Bn	5 th Battalion, Kolkata Armed Police	10	14	Deputy Commissioner of Police, 5 th Battalion, Kolkata Commercial Building, Scheme-VII-M, CIT Road, Kolkata 700054
		Bipasha PHE	04		
22.	DC 6 th Bn	6 th Battalion, Kolkata Armed Police	To be deployed in different sections of 6 th Bn, KAP	05	Deputy Commissioner of Police, 6 th Battalion, Kolkata 7, Diamond Harbour Road, Kolkata 700027
23.	DC 7 th Bn	7 th Battalion, Kolkata Armed Police	To be deployed in different sections of 7 th Bn, KAP	05	Deputy Commissioner of Police, 7 th Battalion, Kolkata 7, Diamond Harbour Road, Kolkata 700027
24.	DC 8 th Bn	8 th Battalion, Kolkata Armed Police	10	12	Deputy Commissioner of Police, 8 th Battalion, Kolkata 29/1, B.T. Road, Kolkata 700002
		Shantineer PHE	02		
25.	DC Combat Bn	Combat Battalion, Kolkata Police	10	20	Deputy Commissioner of Police, Combat Battalion, Kolkata 247, A.J.C. Bose Road, Kolkata 700027
		Specialized Force, Kolkata Police	10		
26.	Sr. DC AP	Brigade HQrs, Kolkata Police	15	25	Senior Deputy Commissioner of Police, Armed Police, Kolkata 7, Diamond Harbour Road, Kolkata 700027
		BGL PHE	04		
		Calcutta Police Club	02		
		Sergeants' Institute, 14, Crooked Lane, Kolkata 700069	02		
		Police Athletic Club	02		
Total				1100	

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/ Traffic Guard/ DRO/ PHE 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. 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 from their respective Police Stations/Traffic Guard/D.R.O./Unit/PHE and submit at the same place after properly filling the application form. The proforma for the application form is attached at appendix-A.
2. Officer in-charge/ unit in-charge 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 comprising concerned DC of Divisions & Battalions/ Sr. DC AP, Kolkata/ D.C.(I) T.P, Kolkata/D.C. T.P. (South), Kolkata/DC(II) DD, Kolkata/DC WB, Kolkata/ DC RF, Kolkata / DC EB Kolkata /DC Combat Bn, Kolkata / DC(II) SB, Kolkata/ DC (II) SCO, Kolkata), Kolkata alongwith one ACP and one Inspector working under the respective D.C as members.
4. 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 (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 Officer-in Charge of Police Station/ Traffic Guard/PHE/ DRO/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 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 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 P.S/TP Guard/DRO/ unit office for which the applicant is willing to submit his 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 6TH NOVEMBER, 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.

Sd/-
**Administrative Officer,
Kolkata Police**

APPENDIX-A

APPLICATION FORM FOR ENROLMENT AS CIVIC VOLUNTEER

Name of Police Station/TP Guard/DRO/PHE/Unit/Battalion:

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