

GOVERNMENT OF WEST BENGAL
OFFICE OF THE COMMISSIONER OF POLICE, KOLKATA

ENROLMENT NOTICE NO. FRC/Recruit CIVIC/05/2025

DATE: 09/12/2025

Applications are invited in the prescribed format from willing candidates for filling up of **45 (forty five)** vacant posts of Civic Volunteers for enrolment under Kolkata Police against the existing vacancy of Civic Volunteers arising out of the posts of Civic Volunteers previously been approved by the State Government and Kolkata Municipal Corporation, as per the table below:

Deployment in Unit/Division	Number of vacant posts to be filled up	Address for collection and submission of filled up application	Date & Time of Interview
Port Division, Kolkata Police	45	Office of Deputy Commissioner of Police, Port Division, Kolkata Police at 1, Dumayune Avenue, Kolkata - 700043.	Date and Time of Interview will be intimated from the Office of Deputy Commissioner of Police, Port Division, Kolkata Police

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 falling under the jurisdiction of Kolkata Police.
2. Minimum age of the applicant should be 20 years (as on 1st January, 2025).
3. Should have passed Class VIII.
4. Should not have any criminal record against him/her in any Police Station.
5. Should be physically and mentally fit.

B. Selection process:

1. Applicants will download the prescribed "Application Form" from the official website of Kolkata Police (www.kolkatapolice.gov.in) **OR** may collect the same from the concerned office of Kolkata Police as specified in the table above. The applicant will submit the filled in application at the designated place of submission mentioned in the table above. **The proforma for the Application Form is attached as Appendix A.**
2. Details of all applications received will be maintained for future reference.
3. Selection of Civic Volunteer for enrolment in Kolkata Police will be done through the process of an Interview by Enrolment Committee comprising 03(three) members headed by the Deputy Commissioner of Police, Port Division, Kolkata as Chairman, one Assistant Commissioner of Police, Kolkata and one Inspector of Police working under the Deputy Commissioner of Police, Port Division, 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 (III), Kolkata and Joint Commissioner of Police, Traffic, Kolkata as members.
5. Selected volunteers will have no claim as a regular employee of Kolkata Police or any other department of the State Government.
6. Selected Civic 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 training course as per the prevailing guideline/ course module formulated by the Government of West Bengal.
9. After observing necessary selection procedure and completion of training, such Civic Volunteer will be inducted under Port Division of Kolkata Police. However, the selected Civic Volunteers may be deployed in any other unit/division of Kolkata Police if authority desires so in the interest of public service.
10. In case any selected candidate does not join within the stipulated period of time, the vacancy thus arises will be filled up from the **Reserve List** of Civic Volunteers that will be prepared and maintained for 01(one) year from the date of Publication of the Enrolment Notice.


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C. Disciplinary matters:

All Civic Volunteers will exhibit highest degree of discipline and devotion towards Government duty. The Civic Volunteers will be liable to be demobilized either temporarily or permanently by the Deputy Commissioner of Police, Home Guard Organization, Kolkata for any of 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 the incumbent can be re-instated if otherwise not unsuitable),
4. Long unauthorized absence from duty,
5. Indulgence in corruption / extortion,
6. Exhibiting conduct 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**. Photocopies of the following documents will have to be attached with the application:-

- (i) **Identity Proof: Self attested copy of any one (01) of the documents mentioned in the bracket.** [PAN Card / Passport / Driving Licence / Voter Card / Bank Passbook with photograph / Aadhaar Card / e-Aadhaar Card with photograph]
- (ii) **Address Proof: Self attested copy of any one (01) of the documents mentioned in the bracket.** [Voter Card / Aadhaar Card / e-Aadhaar Card with photograph / Passport / Driving License / Bank Passbook / Electric Bill / Telephone Bill]
- (iii) **Age proof: Self attested copy of any one (01) of the documents mentioned in the bracket.** [Birth Certificate / Certificate issued by recognized school showing date of birth / Admit Card of any recognized examination showing date of birth].
- (iv) **One (01) self attested passport size colour photograph** is to be pasted on the specified area at top-right corner of the application form.
- (v) **Self attested photocopies of educational testimonials and extra Curricular activities (if any)**

All the original documents as mentioned above will be verified at the time of enrolment. **Candidates are required to submit one (01) application only. In case of multiple applications, the candidature of the concerned applicant may be rejected.**

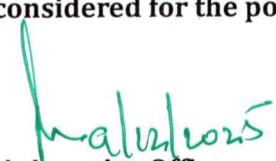
- (b)** Duly filled in application along with the prescribed documents **should be submitted personally by the concerned applicant (not by any other means)** in the "DROP BOX" kept in the concerned office as mentioned in the aforementioned table. The sealed envelope containing the application should be superscribed as "**APPLICATION FOR THE POST OF CIVIC VOLUNTEER**".

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

E. LAST DATE AND TIME OF RECEIPT OF APPLICATIONS IS 13/12/2025 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) will be rejected as disqualified.**

F. Canvassing in any way will disqualify the candidate from being considered for the post.


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APPENDIX-A
APPLICATION FORM FOR ENROLMENT AS CIVIC VOLUNTEER

[Ref. Enrolment Notice No.: FRC/Recruit/05/2025 dated __.12.2025]

ID No. (For Office use only): _____

To,
The Deputy Commissioner of Police,
Port Division, Kolkata
Chairman, Enrolment Committee

Paste self-
attested
recent
passport size
Photograph

[To be filled by the applicant]

1. Name in full (in Capital Letters) : _____

2. Gender : _____

3. Date of birth : _____

D	D	M	M	Y	Y	Y	Y

4. Father's Name : _____

5. Mother's Name : _____

6. Mobile No. : _____

7. E-mail (if any) : _____

8. Present Address : _____
(P.S. is to be mentioned)

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

9. Category : _____

UR	OBC	SC	ST	EWS

10. Religion : _____

11. Marital Status : _____

12. Identification Mark : _____

13. Voter Card No. (if any) : _____

14. Aadhaar Card No. (if any) : _____

15. Education Qualification : _____
(Please attach photocopies 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 self attested photocopies 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.

Date :

Full Signature of the candidate

Place :

For Office Use