

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

**EMPLOYMENT NOTICE NO. FRC/Recruit/02/2019**

**DATE: 28<sup>TH</sup> JANUARY, 2019**

Applications are invited in the prescribed format from **Women candidates only** for engagement as Civic Volunteers under different units of Kolkata Police as mentioned from **Sl. No. 1 to Sl. No. 9 of the table below** and from **Men/Women candidates** for engagement as Civic Volunteers under the unit as mentioned in **Sl. No. 10 of the table below** against the 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	Allotment of Civic Volunteers per unit	Head of Selection Board & Address for Collection and Submission of Application
1.	North & North Suburban Division, Kolkata Police	25	Deputy Commissioner of Police, North & North Suburban Division, Kolkata <b>Address:</b> 113, A.P.C. Road, Kolkata 700009
2.	South Division, Kolkata Police	25	Deputy Commissioner of Police, South Division, Kolkata <b>Address:</b> 34, Park Street, Kolkata 700 016
3.	Central Division, Kolkata Police	25	Deputy Commissioner of Police, Central Division, Kolkata <b>Address:</b> 138, S.N. Banerjee Road, Kolkata 700 013
4.	Port Division, Kolkata Police	25	Deputy Commissioner of Police, Port Division, Kolkata <b>Address:</b> 1, Dumayune Avenue, Kolkata 700 043
5.	Eastern Suburban Division, Kolkata Police	25	Deputy Commissioner of Police, Eastern Suburban Division, Kolkata <b>Address:</b> 105, Hem Chandra Naskar Road, Kolkata 700010
6.	South East Division, Kolkata Police	25	Deputy Commissioner of Police, South East Division, Kolkata <b>Address:</b> 2, Syed Amir Ali Avenue, Kolkata 700 017
7.	South Suburban Division, Kolkata Police	25	Deputy Commissioner of Police, South Suburban Division, Kolkata <b>Address:</b> Tollygunge Emergency Force Lines, 255/257, D.P.S. Road, Kolkata 700 033
8.	South West Division, Kolkata Police	25	Deputy Commissioner of Police, South West Division, Kolkata <b>Address:</b> Tollygunge Emergency Force Lines, 255/257, D.P.S. Road, Kolkata 700 033
9.	East Division, Kolkata Police	25	Deputy Commissioner of Police, East Division, Kolkata <b>Address:</b> D-50/2, East Rajapur, Santoshpur, Kolkata 700075
10.	Kolkata Mounted Police	15	Senior Deputy Commissioner of Police, Armed Police, Kolkata <b>Address:</b> 7, Diamond Harbour Road, Kolkata 700 027
<b>Total</b>		<b>240</b>	

## 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 1<sup>st</sup> 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 in any Police Station.
6. Should be physically and mentally fit.
7. Candidates (Men/Women) applying for Kolkata Mounted Police need to be willing to work with animals and have experience in this regard.

### **B. Selection process:**

1. Applicants will collect the Application Form on all days from the concerned offices as mentioned in the table above or may download the application form from the official Website of Kolkata Police (**[www.kolkatapolice.gov.in](http://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. (a) Concerned Reserve Officer will maintain register to record all such application forms received for ND/SD/CD/PD ESD/SED/SSD/SWD/ED of Kolkata Police for further processing.  
(b) RO, BHQ, Kolkata will maintain a register to record all such application forms received for Kolkata Mounted Police for further processing.
3. (a) Selection of **Civic Volunteers (Women Candidates only)** 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 concerned Divisional Deputy Commissioner of Police, Kolkata as members.  
  
(b) Selection of **Civic Volunteers (Men/Women candidates)** for enrolment in **Kolkata Mounted Police** will be done through the process of interview by the selection committee comprising the 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.
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 Government 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.
10. 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.
11. In case of any further requirement of Civic Volunteers for any other unit of Kolkata Police, the same may be filled up from the Reserve List of Civic Volunteers that will be prepared against this Employment Notice.

**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** (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 Experience [as mentioned in para A(7)].**

**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.**

**(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 in the concerned Divisional/Unit office, 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 4<sup>TH</sup> FEBRUARY, 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/02/2019 dated 28<sup>th</sup> January, 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 : \_\_\_\_\_

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 :

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**For Office Use**