

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

**EMPLOYMENT NOTICE NO. FRC/Recruit/06/2017**

**DATE: 21<sup>ST</sup> SEPTEMBER, 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-1) dated 07/07/2017, as per following table:

Sl. No.	Unit in Charge	Deployment in Units	Distribution of Civic Volunteers	Number of Civic Volunteers	Head of Selection Board
1.	DC(I) TP, Kolkata	Traffic Department, Kolkata Police	To be distributed in different Traffic Guards by O/C, Traffic Training School, Kolkata	300	Deputy Commissioner of Police, Traffic Department, 18, Lalbazar Street, Kolkata 700 001

**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 Traffic Guard where they will be deployed.
2. Minimum age of the applicant should be 20 years (as on 1<sup>st</sup> September, 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. The candidate shall have adequate skill in working on computer and have suitable certificate to claim their expertise.
6. Should not have any criminal record against him / her in any Police Station.
7. Should be physically and mentally fit.

**B. Selection process:**

1. Applicants will collect the application form from Traffic Training School, 8, Tarashankar Sarani, Kolkata 700 037 (Near Tala Park) and submit the application with enclosures at the same place after filling the application form properly. The proforma for the application form is attached at appendix-A.
2. O.C., Traffic Training School, Kolkata will maintain a register to record all such application forms.
3. The selection of Civic Volunteers for engagement will be done through an interview by a selection committee comprising Deputy Commissioner of Police (I), Traffic, Kolkata as Chairman alongwith one Assistant Commissioner of Police and one Inspector of Police both working under Deputy Commissioner of Police (I), Traffic, Kolkata as members.
4. Any dispute arising 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 volunteer will be paid honorarium at a rate prescribed by the Government on furnishing working statement certified by the O.C. of the Traffic Guards/units-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 Traffic Guards 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 any of 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 determined by the Head of the 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 (4.5cm x 3.5cm), 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 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 Traffic Training School, Kolkata. 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 28<sup>th</sup> SEPTEMBER, 2017 BY 17:00 HRS.**

- (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**

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 : \_\_\_\_\_

<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. Category : \_\_\_\_\_

<b>UR</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>

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 :

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**For Office Use**