

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

ENROLMENT NOTICE NO. FRC/ENROL/01/2022

DATE: 19TH APRIL, 2022

Applications are invited in the prescribed format from the willing candidates for filling up of 30 (thirty) 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 Kolkata Municipal Corporation, as per the following table:

To be deployed at	Number of vacant posts to be filled up	Address for Collection and Submission of filled up Application
Control Room in Kolkata Municipal Corporation	30	Office of the Deputy Commissioner of Police, Central Division, Kolkata Police at 138, S. N. Banerjee Road, Kolkata 700013.

Details of the terms and conditions of enrolment 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. Age of the applicant should not be less than 20 years and not more than 60 years **as on 1st day of January, 2022.**
3. Minimum Educational Qualification: Class VIII Pass.
4. Should not have any criminal record against the applicant 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 form at the designated place of submission mentioned in the table above. **The proforma for the Application Form is attached at Appendix-A.**
2. The details of all applications received will be maintained for future reference.
3. Selection of Civic Volunteers for enrolment in Kolkata Police will be done through the process of **Interview** by the Enrolment Committee comprising 03 (three) members headed by Shri Rupesh Kumar, IPS, Deputy Commissioner of Police, Central Division, Kolkata as Chairman and Mehtab Alam, Assistant Commissioner of Police, Central Division, Kolkata (posted on deputation from West Bengal Police) & Shri Subrata Bhattacharya, Inspector of Police & O.C. Pass, Central Division, Kolkata as other 02 (two) Members.
4. Any dispute arises during the selection process of Civic Volunteers will be decided by an Appellate Board headed by the Commissioner of Police, Kolkata. Additional Commissioner of Police (III), Kolkata and Joint Commissioner of Police (A), Kolkata will be 02(two) other Members of the Appellate Board.
5. Selected Civic Volunteers will have no claim as a regular employee of Kolkata Police or any other department of the Government.
6. Selected Civic Volunteers will be paid **Honorarium** at a rate prescribed by the State Government on furnishing working statement certified by the concerned Unit-in-Charge.
7. Each Civic Volunteer will be assigned one ID No. at the time of induction.
8. Selected Civic Volunteers will have to undergo a 02 (two) weeks' Training course to be organized by Deputy Commissioner of Police, Home Guard Organization, Kolkata.
9. After observing necessary selection procedure and completion of training; such Civic Volunteers will be inducted under Kolkata Police and deployed for control room duty in Kolkata Municipal Corporation. However, the selected Civic Volunteers may be deployed in any other unit of Kolkata Police if the 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 would be filled up from the Reserve List of Civic Volunteers that will be prepared and maintained for 01 (one) year against this Enrolment Notice.

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C. Disciplinary matters:

All Civic Volunteers will be required to exhibit highest degree of discipline and devotion towards Government duty. The Civic Volunteers will be liable to be demobilized either temporarily or permanently by Deputy Commissioner of Police, Home Guard Organization, Kolkata for the following reasons:

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. 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 the concerned 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 License / 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 recognised school showing date of birth/ Admit Card of any recognised examination showing date of birth].
- (iv) **One (01) self-attested passport-size colour photograph** is to be pasted on the specified area at the 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 form along with the prescribed documents **should be submitted personally by the concerned applicant (not by any other means)** in the “**DROP BOX**” kept at the concerned office as mentioned in the aforementioned table for which the applicant is willing to submit the application. 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 APPLICATION IS 26TH APRIL, 2022 BY 05:00 P.M.

- (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) shall be rejected as disqualified.**

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. Enrolment Notice No.: FRC/ENROL/01/2022 dated 19th April, 2022]

ID No. (For Office use only): _____

To
The Deputy Commissioner of Police,
Central Division, Kolkata
Chairman, Selection Committee

Paste self- attested recent passport size colour photograph
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(To be filled by the applicant)

1. Full Name (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 (Put Tick marks) : _____

UR	OBC	SC	ST

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 photocopies of Certificates)

16. Extra-curricular Activities and other skills such as NCC / Scouts / NSS / Civil Defence / Sports etc. if any: (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