



Government of West Bengal,
Office of the Superintendent of Police,
Basirhat Police District, North 24-Parganas.

Memo No.2506/E

Dated-30.07.2024.

Ref. GO NO. 2513-PL/PA/IC-19/2017, Dated: 19/06/2017.

Vide Memo No. 209/CORD CELL, Dated: 29/07/2024 applications are invited in the prescribed format from willing candidates for filling up of 14 (fourteen) vacant posts of Civic Volunteers for enrolment under Basirhat Police District against the existing vacancy of Civic Volunteers arising out of the total no of posts previously been approved by the State Government 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
Sandeshkhali Police Station under Basirhat Police District	14	Sandeshkhali Police Station under Basirhat Police District.	9 th August 2024, 11 AM onwards

Details of the terms and conditions of the engagement of Civic Volunteers

A. The applicant should possess the following Eligibility Criteria:

1. Should be a resident of the area falling under the jurisdiction of Sandeshkhali Police Station under Basirhat Police District.
2. Minimum age of the applicant should be 20 years (as on 1st January, 2024).
3. Should have passed 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 Defense Volunteers etc. or possess technical Skills such as driving, technician, Computer skills 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 download the prescribed "Application Form" from the official website of Basirhat Police District (<https://basirhatpolice.wb.gov.in/>) **OR** may collect the same from the Sandeshkhali Police Station under Basirhat PD. The applicant will submit the filled in application at the designated place of submission mentioned in the table above.
2. Details of all applications received will be maintained for future reference.
3. Selection of Civic Volunteer for enrolment in Basirhat Police District will be done through the process of an Interview by Enrolment Committee comprising 03(three) members headed by Superintendent of Police, Basirhat Police District as Chairman, Addl. Superintendent of Police, Basirhat PD, Deputy Superintendent of Police(HQ) as Members.
4. Any dispute arising during the selection process of Civic Volunteers will be decided by an ApexCommittee at the state level comprising of DG & IGP as Chairman and ADG & IGP(A) and another IGP as Member.
5. Selected volunteers will have no claim as a regular employee of west Bengal Police or any other department of the 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 02 (two) weeks' training course organized by the Reserve Inspector (RI), Basirhat Police District.
9. After observing necessary selection procedure and completion of training, such Civic Volunteer will be inducted under Sandeshkhali PS under Basirhat Police District. However, the selected Civic Volunteers may be deployed in any other unit/division of Basirhat PD 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 then arise 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.

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 Superintendent of Police, Basirhat Police District 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.

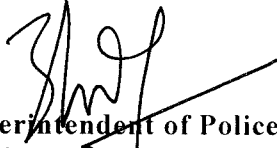
- (b) Duly filled in application along with the prescribed documents should be submitted personally by the concerned applicant (not by any other means) in the "DROP BOX" kept in Sandeshkhali Police Station as mentioned in the aforementioned table. The sealed envelope containing the application should 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 7th August, 2024 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) shall be rejected as disqualified.**

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


Superintendent of Police
Basirhat Police District
Superintendent of Police
Basirhat Police District

APPLICATION FORM FOR ENROLMENT AS CIVIC VOLUNTEER

Name of the Police Station :

District:

<p>Paste Your recent Photograph</p>
--

1. Name in Full (In Capital): _____

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. Email (If any): _____

8. A. Present Address : _____

B. Permanent Address : _____

9. Educational Qualification: (Please attach Xerox copies of certificates)

10. Extra – curriculum Activities and other Skill such as NCC/Scouts/NSS/Civil Defence /Sports /driving /technician/Computer Skill etc: (Give details in Brief and Please attach Xerox copies of certificates)

A. _____

B. _____

C. _____

11. 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 statement made in this application from 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 any ineligibility is detected, my candidature/enrollment to Civic Volunteer will stand cancelled. I also declare that I have submitted no other application from for this enrolment.

Date:
Place:

Full signature of the Candidate

For Office Use