



Government of West Bengal
Office of the Superintendent of Police
Purba Medinipur District
Nimtouri, Tamluk, West Bengal,
PIN- 721648, Tele.- (03228) 295-194 / 195

নোটিশ

Ref. : Org. No. 1304/RO Dated 08/05/2025 of SP, Purba Medinipur.

এতদ্বারা জানানো যাচ্ছে যে, পূর্ব মেদিনীপুরের দীঘায় নবনির্মিত জগন্নাথ ধাম মন্দির কমপ্লেক্স এবং এর আশেপাশে যানজট ও ভিড় ব্যবস্থাপনার জন্য এই জেলার শূন্য পদে ১০০ জন সিভিক ভলান্টিয়ার্স নিয়োগ করা হবে। আগ্রহী প্রার্থীরা দীঘা বা দীঘা মোহনা উপকূলীয় থানা থেকে আবেদনপত্র সংগ্রহ করতে পারবেন প্রতিদিন সকাল ১০.০০ টা থেকে বিকাল ৫.০০ টার মধ্যে। আবেদনপত্র জমা দেওয়ার শেষ তারিখ ১৯.০৫.২৫ বিকাল ৫:০০ টা। এরপর আবেদনপত্র জমা দেওয়া হলে তা গ্রহণ করা হবে না।

আবেদনকারীর নিম্নলিখিত যোগ্যতার মানদণ্ড থাকতে হবে:-

১] বয়স:- আবেদনকারীর ন্যূনতম বয়স ০১/০১/২০২৫ তারিখে ২০ (কুড়ি) বছর হতে হবে।

২] শিক্ষাগত যোগ্যতা:- অষ্টম শ্রেণী পাশ হতে হবে।

৩] খেলাধুলায় ভালো ফলাফল করেছেন এবং এনসিসি ক্যাডেট / বয় স্কাউট / এনএসএস গাইড / সিভিল ডিফেন্স ভলান্টিয়ার্স ইত্যাদির অভিজ্ঞতা আছে অথবা ড্রাইভিং, টেকনিশিয়ান, কম্পিউটার দক্ষতা ইত্যাদির মতো কারিগরি দক্ষতা আছে এমন আবেদনকারীদের অগ্রাধিকার দেওয়া হবে।

৪] আবেদনকারীকে পূর্ব মেদিনীপুরের দীঘা বা দীঘা মোহনা উপকূলীয় থানা এলাকার স্থায়ী বাসিন্দা হতে হবে।

নির্দেশাবলী :-

১] পূরণ করা আবেদনপত্রের সাথে সার্টিফিকেটের স্ব-প্রত্যয়িত কপি অর্থাৎ শিক্ষাগত যোগ্যতা, বয়সের প্রমাণপত্র, স্থায়ী বাসিন্দার ঠিকানার প্রমাণপত্র জমা দিতে হবে।

২] আবেদনকারীর বিরুদ্ধে কোনও থানায় কোনও অপরাধমূলক রেকর্ড থাকা চলবে না।

৩] আগ্রহী প্রার্থীরা দীঘা থানা বা দীঘা মোহনা উপকূলীয় থানা থেকে এই নোটিশের সঙ্গে সংযুক্ত আবেদনপত্র

(Appendix-A) এবং নির্দেশাবলী সংগ্রহ করতে পারবেন। পূরণ করা আবেদনপত্রটি সংশ্লিষ্ট থানাতে জমা করবেন।

৪] পূরণ করা আবেদনপত্রটি তাদের আবাসিক থানা অধিক্ষেত্র অনুসারে দীঘা থানা বা দীঘা মোহনা উপকূল থানায় জমা দিতে হবে, অন্য কোনও থানায় জমা দেওয়া যাবে না।

৫] আবেদনকারীদের এই বিজ্ঞপ্তির সাথে সংযুক্ত বিস্তারিত "নির্দেশাবলী" ভালোভাবে পড়তে হবে।

৬] প্রার্থীদের আবেদনপত্র বিনামূল্যে প্রদান করা হবে।

৭] জমা দেওয়া এপ্লিকেশন ফর্ম পুঙ্খানুপুঙ্খ ভাবে যাচাই করার পরে যোগ্য প্রার্থীদের সাক্ষাৎকারের সময়, তারিখ আর জায়গা জানিয়ে দেওয়া হবে।

Enclo. : As stated above.

Sd/-
Superintendent of Police
Purba Medinipur



Government of West Bengal
Office of the Superintendent of Police
Purba Medinipur District
Nimtouri, Tamluk, West Bengal,
PIN- 721648, Tele.- (03228) 295-194 / 195

NOTICE

Ref. : Org. No. 1304/RO Dated 08/05/2025 of SP, Purba Medinipur.

It is hereby informed that 100 Civic Volunteers will be recruited against the existing vacancies of this District for traffic and crowd management in and around the newly constructed Jagannath Dham Temple Complex at Digha, Purba Medinipur. Willing candidates may collect the Application Form as per prescribed proforma from Digha or Digha Mohana Coastal PS and submit the same at **Digha or Digha Mohana Coastal PS daily from 10.00 hrs. to 17.00 hrs. IST. The last date of submission of filled up Application Form is 19/05/2025 by 17.00 hrs. IST.** No application will be accepted beyond the stated deadline.

The applicant should have following eligibility criteria :-

- 1] Age:-** Minimum age of the applicant should be 20 (twenty) years as on 01/01/2025.
- 2] Educational Qualification:-** Should have passed Class-VIII.
- 3]** 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. or posses technical skills such as driving, technician, Computer skills etc.
- 4]** Applicant should be a permanent resident of the Digha or Digha Mohana Coastal PS areas, Purba Medinipur respectively.

Instructions for the Applicants :-

- 1]** Attested copy of certificates i.e. Educational Qualifications, age proof, permanent residential address proof should be submitted along with the filled up Application Form.
- 2]** The applicant should not have any criminal record against him / her in any Police Station.
- 3]** Applicants will collect the Application Form as per enclosed proforma (**Appendix-A**) along with instructions from Digha or Digha Mohana Coastal Police Station and submit the duly filled up form to the same Police Station.
- 4]** Submission of filled up application form at any other police stations except Digha or Digha Mohana Coastal Police Station will not be allowed.
- 5]** Applicants should follow the detailed "Instructions" attached with this Notice carefully.
- 6]** Application Form will be provided free of cost to the candidates.
- 7]** After scrutiny of the Application Form, the eligible candidates will be called for personal interview. The date, time and place of the said interview will be communicated in due course.

Enclo. : As stated above.

Sd/-
Superintendent of Police
Purba Medinipur

**INSTRUCTIONS IN DETAIL FOR THE CANDIDATES FOR RECRUITMENT
TO THE POST OF CIVIC VOLUNTEER**

A] The applicant should have following eligibility criteria :-

- (i) Permanent residents of the **Digha or Digha Mohana Coastal Police Station** area, Purba Medinipur.
- (ii) Minimum age of the applicant should be 20 (twenty) years as on 01/01/2025 (.)
- (iii) Should have passed Class-VIII (.)
- (iv) 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. or posses technical skills such as driving, technician, Computer skills etc. (.)
- (v) Should not have any criminal record against him/her in any Police Station (.)
- (vi) Should be physically and mentally fit (.)

B] Selection Process :-

- (i) Applicants will collect the application from their respective Police Stations and submit the same after properly filling the same to the same Police Station.
- (ii) The selection of Civic Volunteers for enrollment will be done by the process of interview by the selection committee consisting of Superintendent of Police, Purba Medinipur as Chairman, one Addl SP and one DySP. (.)
- (iii) After scrutiny of the Application Form, the eligible candidates will be called for personal interview. The date, time and place of the said interview will communicated in due course.

Interview will consist of 50(fifty) marks, the breakup of which is as noted below :-

Special Skills	10 Marks (@ of 2 marks per special skill as noted in Para A(iv) of the guidelines vide G.O. No. 2513-PL/PA/IC-19/2017 Dated 19/06/2017 subject to maximum of 10 marks)
Current Affairs	10 Marks
Aptitude for Community Service	15 Marks
Mental Alertness	15 Marks
Total	50 Marks

- (iv) There will be an apex committee at the State Level comprising of DG & IGP as Chairman and ADG & IGP(A) and one IGP as members. Any dispute which may arise in the matter of selection process or voluntary services of Civic Volunteers will be decided by the committee.

C] The selected volunteers will have no claim as to the employability in Police or any other department of the Government for such engagement (.)

D] Each such Volunteer will be paid an honorarium at a rate which will be decided by the Government after furnishing working statement certified by the OC of the Police Station or the unit in charge (.)

E] Each Volunteer will be assigned one ID No at the time of induction

Submission of application form

The candidate to submit the duly filled up application form as per proforma given in the **Appendix A** of the instant notification, as collected from their respective police stations, along with self-attested photocopies of the following documents:-

- (i) **Permanent proof of residence** in the **Digha or Digha Mohana Coastal Police Stations** jurisdiction, Purba Medinipur (EPIC card/AADHAR card/Passport/driving license/pass book issued by Bank along with attested photograph/WBSEDCL bill etc.)
- (ii) **Valid age proof documents** (birth certificate issued by competent authority/ Date of Birth of the candidate as recorded in Madhyamik or equivalent admit card/in VIII pass certificate.
- (iii) **Educational qualification proof:** Class-VIII/ or upper qualification pass certificate(.)
- (iv) **Certificate of experience** as NCC Cadet / Boy Scouts / NSS Guide / Civil Defence Volunteers etc. or certificate of technical skills such as driving, technician, Computer skills etc. or certificate that the candidate has done well in sports, if any(.)

Other Instructions:

(i) Defective/incomplete applications/applications with unclear photograph of applicants will be summarily rejected.

ii) Each applicant should submit **ONE** application form only. Application of those who submit more than one application form will be rejected summarily.

iii) Application forms shall be rejected in case the signature of the applicant is rendered in block letters/illegible/does not match with the name of the candidate.

iv) In case of any mismatch of data between application form filled up by the applicants and supporting testimonials at any stage of recruitment, the candidature will be summarily rejected.

v) Admission to the interview process will be purely provisional subject to verification of eligibility at a later stage. Therefore, candidature of any candidate shall be rejected straightway if found not eligible at any stage, even after appearance in the interview.

vi) The appointing authority reserves the right to rectify the errors and omissions, if any, in the process of holding the interview and final declaration of result.

vii) The applicants must possess all the above noted Qualifications on or before the date of submission of their application form.

viii) The applicant should submit the duly filled up application form along with relevant documents to their respective Police Stations from 10.00 hrs. to 17.00 hrs. IST from the date of subject notification till 19/05/2025 at 17.00 hrs. IST.

ix) 02 (two) or more candidates secure the same total marks, their seniority in the final merit/selection list will be determined by their age. The one, older in age will find precedence in the Merit List. In case of same Date of Birth the principle of determining seniority will be decided by the competent authority.

x) The decision of the appointing authority on all matters relating to eligibility, place, date, mode of selection, acceptance or rejection of candidature will be final and binding on the candidates.

xi) **Application Form will be provided free of cost to the candidates.**

Last date: The last date of submission of duly filled up application form as per pro forma given in the **Appendix A** of the instant notification along with relevant annexure as mentioned above, to their respective Police Stations is **19/05/2025 by 17:00 hrs I.S.T. (.)** No application will be received after the last date and time mentioned above.

Submission of filled up application form at any other police stations except Digha and Digha Mohana Coastal Police Station will not be allowed.

Sd/-

**Superintendent of Police
Purba Medinipur**

Memo. No. 557/RO

Date : 08/05/2025

Copy to :-

- 1) The Sabhadhipati, Purba Medinipur Zilla Parishad.
- 2) The District Magistrate, Purba Medinipur.
- 3) The Addl. SsP, Rural/HQ/Traffic, Purba Medinipur.
- 4) The Executive Officer, DSDA, Purba Medinipur.
- 5) The SDO, Contai, Purba Medinipur.
- 6) The Dy. SsP(D&T) & Traffic-I, Purba Medinipur.
- 7) The District I.T. Officer, Purba Medinipur... to publish the notification in the website of Purba Medinipur District.
- 8) TI Contai and CI Contai, Purba Medinipur.
- 9) The Chief Medical Officer of Health, Nandigram, Purba Medinipur.
- 10) The Sabhapati, Ramnagar-I Panchayat Samity.
- 11) B.D.O. Ramnagar-I, Purba Medinipur.
- 12) OCs Digha / Digha Mohana Coastal PS.... for taking necessary action.
- 13) The Pradhan, Padima –I Gram Panchayat.
- 14) The Pradhan, Padima –II Gram Panchayat.
- 15) RI, Purba Medinipur.
- 16) HA, Police Office, Purba Medinipur.
- 17) The OC DCRB , Purba Medinipur to upload the notice in the official website of Purba Medinipur District Police.

Sd/-

**Superintendent of Police
Purba Medinipur**

APPLICATION FORM FOR ENROLMENT AS CIVIC VOLUNTEER

Name of the Police Station:

District:

Paste your recent
Photograph

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. Email (if any):

8. A. Present Address:

.....

B. Permanent Address:

.....

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

10. Extra-curricular Activities and other Skills such as NCC/Scouts/ NSS/Civil Defence /Sports /driving/technician/Computer skills 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:

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Declaration:

- (i) I possess all essential qualifications.
- (ii) I solemnly declare that all 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