## RECRUITMENT RULES FOR THE POST OF STORE KEEPER IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION

### SCHEDULE – XII

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<tr>
<td><strong>1.</strong></td>
<td><strong>Name of Post</strong></td>
<td>Store Keeper (ASI)</td>
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<td><strong>2.</strong></td>
<td><strong>No. of Post</strong></td>
<td>01 (One)* 2010</td>
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<td></td>
<td><em>( Subject to variation dependent on work load)</em></td>
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<td><strong>3.</strong></td>
<td><strong>Classification</strong></td>
<td>General Central Service Group ‘B’ (Non Gazetted) (Non-Ministerial)</td>
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<td><strong>4.</strong></td>
<td><strong>Pay Band and Grade pay scale</strong></td>
<td>PB-2 Rs.9300-34800/-, Grade Pay – Rs. 4200/-</td>
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<td><strong>5.</strong></td>
<td><strong>Whether Selection post or non-selection post</strong></td>
<td>Not Applicable</td>
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| **6.** | **Age limit for direct recruits** | Not exceeding 30 years.  
(Relaxable for Govt. Servants upto 05 years in accordance with the instructions or orders issued by the Central Government)  
**Note:** The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim Ladakh Division of J&K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep) |
| **7.** | **Whether benefits of added years of service admissible under rule 30 of the CCS (Pension) Rules 1972** | Not Applicable |
| **8.** | **Educational and other Qualifications Required for direct recruits** | (i) 12th Std. pass with Science and Diploma in Electronic & Electrical.  
(or)  
(ii) Diploma in Electronics& Communication, Electronics or computer Science Engineering from a recognized university.  
1) Should possess the following Physical standards  
Height (Male) (General/OBC) - 168cm  
ST - 160cm  
Height (Female) (General/OBC) - 155cm  
ST - 148cm  
Chest (Only Male) **(Normal)** (General/OBC) - 81cm  
ST - 77cm  
**(Expanded)**  
General/OBC - 85cm  
ST - 81cm  
Weight (Male) : 50 kg (47 kg for ST candidate)  
(Female) : 45 kg (42 kg for ST candidate)  
2. Minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e without wearing of glasses. The candidate should not have colour blindness.  
3. The candidate should be of sound health, free from diseases, defect or deformity.  
4. The candidates will be selected after physical endurance test, written test and interview. The details of physical endurance test, written test will be advertised at
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<td>9.</td>
<td>Whether age and Educational qualifications Prescribed for direct recruits will apply in the case of promotes</td>
<td>Not Applicable</td>
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<td>10.</td>
<td>Period of probation, if any</td>
<td>Not applicable</td>
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<td>11.</td>
<td>Method of recruitment, whether by direct recruitment or by promotion or by deputation/ Absorption and percentage of the posts to be filled by various methods</td>
<td>Transfer failing which direct recruitment</td>
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<td>12.</td>
<td>In case of recruitment by promotion/ deputation/ Absorption grade from which promotion/deputation Absorption to be made</td>
<td>Transfer: From amongst the Radio Operator (ASI), Radio Technician (ASI) Grade-II in PB-2 Rs. 9300-34800/- with Grade Pay of Rs. 4200/- having computer knowledge and experience in purchase file dealing and correspondence etc.</td>
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| 13. | If a DPC exists, what is its composition | Group ‘B’ DPC consisting of:-
1) IGP/DIGP –Chairman
2) SP (nominated by DGP) –Member
3) PRO –Member
4) An officer from other department Having technical knowledge –Member |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |
| 15. | Duties and Responsibilities | Attached as Annexure to Schedule –XII |

**DUTIES AND RESPONSIBILITIES**

**STORE KEEPER**

1. Store Keeper is responsible for purchase of miscellaneous stores other than technical stores (equipments and spare parts) for the use of Police Radio Organization.
2. Store keeper is responsible to collect annual requirement of miscellaneous items, its purchased, issued and balance of miscellaneous items and disposal of unserviceable items.
3. Store Keeper is responsible for maintenance of the records including ledgers of all store purchased, issued and balance of miscellaneous items and disposal of unserviceable items.
4. Store Keeper is responsible to keep all items of store in order, under proper safety and accountability.
5. Store Keeper is responsible for proper physical verification of all stores under Supervision of Supervisor Store.
6. Store Keeper is responsible to keep all technical store purchased in the store which will be issued under instruction of Supervisor Store.
7. Store Keeper is responsible to keep neat and clear store.
8. All items purchased, issued and balance should be computerized.
9. Stores will be taken on stock register only after report of Purchase committee / Technical committee and there after bill will be verified by Storeman Technical (Technical equipments / spare parts) / store Keeper (Misc. stores) for cross checking by supervisor Store.
10. Store Keeper is also responsible for payment of electrical telephone, water charges bills of entire Police Radio Organization under proper accountability.