

RECRUITMENT RULES FOR THE POST OF “DESPATCH RIDER” IN THE ESTABLISHMENT OF A & N POLICE RADIO ORGANIZATION.

Schedule- V

1.	Name of Post	Despatch Rider (PC)
2.	No. of Post	04(four) 2009 (Subject to variation dependent on work load)
3.	Classification	General Central Service Group 'C' Non Gazetted Non-Ministerial
4.	Pay Band and Grade Pay/Pay scale	Rs. 5200 -20200/-+Grade Pay Rs.2000/-
5.	Whether Selection post of Non-Selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972.	Not applicable.
7.	Age limit for direct recruits	Not applicable
8.	Educational and other Qualification required for direct recruits	Not applicable
9.	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotes.	Not Applicable
10.	Period of probation, if any	02 years
11.	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.	100% by promotion.
12.	In case of recruitment by promotion/deputation/Absorption grade from which promotion/deputation /Absorption to be made	Promotion:- From amongst Follower Messenger in the Pay Band of Rs. 5200-20200/- Grade Pay of Rs. 1800/- having 3 years regular service in the grade and possessing a valid two wheeler driving license (Motor Cycle) with gear and having knowledge of two wheeler (Motor Cycle) Mechanism.
13.	If a DPC exists what is its composition	Group 'C' DPC (for Confirmation) consisting of :- 1) DIGP/SP - Chairman 2) PRO - Member 3) An Officer from other department - Member 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 -V

DUTIES AND RESPONSIBILITIES

DESPATCH RIDER

1. He is responsible to deliver the messages promptly to addressees.
2. He will report to his duties in the signal centre as per duty roster published from time to time and will sign in the G.D. Register.
3. He will collect messages from counter clerk duly entered in the peon book and will sign as the token of peon book.
4. He will be responsible for safe custody of the messages entrusted to him for delivery in the transit.
5. He will deliver the messages to addressees or their representatives and will obtain their signature with date and time on the orderly receipt book against each message.

6. He will return all signals which are not delivered to addressees to the counter dak with the reason thereof.
7. He will not show the message to any other person other than the addressees or his representatives.
8. He will take over the charge of motor cycle from outgoing dispatch rider in good and running condition and shall carryout daily maintenance.
9. He will ensure that the sufficient patrol is in the petrol tank.
10. He will carryout maintenance of motor cycle as per daily, weekly and monthly maintenance tasks.
11. The morning duty shift DR will drawn sufficient patrol from APWD before 11 O'clock on working days and will carryout daily maintenance of the motorcycle (first parade).
12. He will produce motor cycle for inspection in the PMT as and when ordered by I.C.
13. In case the motor cycle gets any defects he will report the fact to I.C shift and I.C.
14. On the orders of I.C he will take the motor cycle to PMT (Workshop) for repairs.
15. He will report to workshop daily till the motor cycle is under repair and peruse the work is in hand by them.
16. In case the motor cycle is kept in the workshop for want of spares he will not attend workshop but will report the fact to I.C and will attend to his duties in the signal centre. The standby DR shall go to the workshop in this.
17. If the motor cycle is not available being defective he will deliver the messages on foot.
18. When the Motor cycle is repaired he will bring it to signal centre and report for duty to IC shift with information to I.C.
19. He is responsible for completion of motor cycle log book and patrol account
20. The night duty DR will carryout daily maintenance task (Last parade).
21. The afternoon duty DR will carryout weekly and monthly tasks.
22. He will be responsible for upkeep, maintenance, servicing.