

**RECRUITMENT RULES FOR THE POST OF “HEAD ELECTRICAL FITTER (ASI)” IN
THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

SCHEDULE-I

1.	Name of the post	Head Electrical Fitter (ASI)
2.	Number of post	03 (Three) 2010 (Subject to variation dependent on workload)
3.	Classification	General Central Service Group ‘C’ (Non-Gazetted, Non-Ministerial)
4.	Pay Band & Grade Pay/Pay Scale	Rs. 5200-20200/- + Grade Pay Rs.2400/-
5.	Whether selection post or 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 qualifications required for direct recruitments	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in any case of promotees ?	Not applicable
10.	Period of probation, if any	2 years
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/adsorption and percentage of posts to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation/adsorption grades from which promotion/deputation/adsorption to be made	Promotion : from amongst Fitter Electrician in PB-1 Rs. 5200-20200/-, Grade Pay- Rs. 2000/- and having 5 years of regular service in the grade.
13.	If a DPC exists, what is its composition	<u>Group ‘C’ DPC (for promotion) consisting of :</u> 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 under which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Attached as Annexure to Schedule – I

DUTIES AND RESPONSIBILITIES

HEAD ELECTRICAL FITTER

1. He will be Incharge of Engine Workshop.
2. He will allot jobs to the Electrical Fitters and Diesel Mechanics time to time.
3. He will responsible for up keeping of the Portable Petrol, Battery charging engines.
4. He will responsible for smooth running of standby AC Generators at Head Quarter Police Radio and

Police Radio and Police Head Quarter and Out Stations.

5. He is responsible for proper preparation of electrolyte initial charging and normal charging of secondary Batteries. Also replacement of batteries to VHP vehicle and VHF static stations.
6. He will supervise the electrical wiring and repairing of PR HQ building, security lights and Police H.Q. Which are done by Electrical Fitters and Diesel Mechanics.
7. He will be responsible for proper functioning of Air Conditioners and Water Coolers.
8. He will be responsible for the erection of a aerial mast, installation of aerials for HF/VHF and sight selections etc.
9. He will carryout for the installation of Public Address system in connection with VVIPS visit, state level functions as the direction of Supervisor (technical).
10. He will guide to Electrical Fitters and Diesel Mechanics for their allotted jobs and shall also carryout The major repairs and maintenance beyond the level of Electrical fitters and Diesel Mechanics by himself.
11. He is responsible to give proper training to the Electrical Fitters and Diesel Mechanics for Maintenance and repair of generators.
12. He is responsible to give practical training to new recruits of Radio Operator for battery charging Routine maintenance of generator and battery eliminator.
13. He will ensure proper installation of aerial mast during emergency stations such as VVIP visit and National Functions.
14. He will ensure proper installation of aerial in water transports of Police or A&N Administration's Vessels as and when required.
15. He will be responsible for any other authorized duty detailed by the higher authorities.