

**RECRUITMENT RULES FOR THE POST OF RADIO OPERATOR IN THE  
ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

**Schedule – X**

1.	Name of Post	Radio Operator (ASI)																				
2.	No. of Post	121 (One twenty one)* 2010 *( Subject to variation dependent on work load)																				
3.	Classification	General Central Service Group 'B' (Non Gazetted) (Non-Ministerial)																				
4.	Pay Band and Grade pay/pay scale	PB-2 Rs.9300-34800/-, Grade Pay – Rs. 4200/-																				
5.	Whether Selection post or non-selection post	Not Applicable																				
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) <b>Note:</b> 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	<p>(i) Graduation in Science/ Engineering from in recognized University (or)</p> <p>(ii) BCA from any recognized university (or)</p> <p>(iii) Diploma in Electronics and Electrical, Electronics &amp; Communication, Electronics or computer Science Engineering from a recognized university.</p> <p>1) Should possess the following Physical standards</p> <table> <tr> <td>Height (Male) (General/OBC)</td> <td>-168cm</td> </tr> <tr> <td>ST</td> <td>-160cm</td> </tr> <tr> <td>Height (Female) (General/OBC)</td> <td>-155cm</td> </tr> <tr> <td>ST</td> <td>-148cm</td> </tr> <tr> <td>Chest (Only Male) <b>(Normal)</b></td> <td></td> </tr> <tr> <td>(General/OBC)</td> <td>-81cm</td> </tr> <tr> <td>ST</td> <td>-77cm</td> </tr> <tr> <td><b>(Expended)</b></td> <td></td> </tr> <tr> <td>General/OBC</td> <td>-85cm</td> </tr> <tr> <td>ST</td> <td>-81cm</td> </tr> </table> <p>Weight (Male) : 50 kg (47 kg for ST candidate) (Female) : 45 kg (42 kg for ST candidate)</p> <p>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.</p> <p>3. The candidate should be of sound health, free from diseases, defect or deformity.</p>	Height (Male) (General/OBC)	-168cm	ST	-160cm	Height (Female) (General/OBC)	-155cm	ST	-148cm	Chest (Only Male) <b>(Normal)</b>		(General/OBC)	-81cm	ST	-77cm	<b>(Expended)</b>		General/OBC	-85cm	ST	-81cm
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		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 the time of selection. 5. Preferable: Knowledge in Computer Application
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	3 years (Including training period)
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	i) 98% by direct recruitment ii) 2% by promotion failing which by direct recruitment iii) The selected candidate shall be imparted to undergo basic Police Training Basic Radio Operator and Cipher Operator courses to any recognized institution at Mainland; Those who do not qualify the final examination of the said course shall be given another chance after 06 months to qualify, Unsuccessful candidates(s) even in second chance will be discharged from service.
12.	In case of recruitment by promotion/ deputation/ Absorption grade from which promotion/deputation Absorption to be made	Promotion: From amongst Head Constable (VHF) Operator with 10 years regular service and in the Pay Scale of Rs. 5200-20200 with Grade Pay of Rs. 2400/- in PB -1 and quality the Basic Radio Operator course (to be imparted departmentally after probation period).
13.	If a DPC exists, what is its composition	<b><u>Group 'C' DPC (for considering cases of confirmation) consisting of:-</u></b> 1) DIGP/ SP, A&N Islands -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 -X

## **DUTIES AND RESPONSIBILITIES**

### **RADIO OPERATOR**

1. He shall arrive in his place of duty five minutes before the commencement of his duty and report to his I.C. shift.
2. The circuit operator will be detained for duty published as per the duty roaster
3. He shall take over/ hand over the circuit properly
4. He shall ensure that the equipments are in working conditions at the time of handing over/ taking over.
5. The person who takes over will be held responsible for any descrimency provided, he brings to the notice of both 1. C Shift the descrimency at the time of handing/ taking.
6. The circuit operators will hand over/ take over all circuit documents.

7. He shall record the number of message taken over on circuit at the time of taking over in the Radio log. Nil message sending is also to be recorded. Time taken over the circuit R.O. will be signed in the Radio log by the taking over operator.
8. He will keep all equipments of his circuit neat and clean at all time.
9. He will receive and transmit signals/ tele during his course of duty and made proper entries and documentation of all communication records during his course of duty and make proper entries and documentation of all communication records during their course of duty.
10. He will maintain the Radio log of the circuit property
11. He will report if any fault develops in the equipment immediately to the 1.C. Shift.
12. If any station is not on air till 5 minutes after the schedule, he shall bring it to the notice of his 1.C Shift.
13. If the communication is unfavourable, he will report to his 1.C. Shift.
14. They will ensure speedy clearance of all traffic received during the course of duty.
15. He will not leave the circuit doing working schedules without being properly relieved.
16. He shall not leave the signal centre during his course of duty unless he is ordered to leave the signal centre for some other duty.
17. He shall read the text of the message before he transmits. If he finds or has any doubt that there is breach of signal security in the text of the message, he will bring it to the notice of I.C. Shift.
18. He will not enter into any irrelevant conversation with his colleagues during his course of duty,.
19. They will not allow any outsiders to enter the signal centre.
20. The cipher trained R.O. will perform in crypto centre as and when needed.
21. They will not use authorised call sign in full during transmission.
22. No unauthorized signal will be used.
23. No classified messages will be transmitted in clears.
24. They will not discuss or disclose any information gathered during their course of duty to any person.
25. No messages addressed to and from private parties will accepted and transmitted over P.R. grid.
26. On receipt of in messages he will record the same in N.R. sheet
27. On transmission of messages he will make proper record in out N.R. sheet.
28. He will be responsible for scrutiny of messages on receipt from the originator and routed properly to the addressed.
29. He will be responsible to deliver the promptly to the addresses.
30. He is responsible to deliver the messages to the addresses through D.R. and to ensure the time of deliver in the IN messages register.
31. He is responsible for smooth communication round the clock while he is deployed on mobile station to senior officers and boat duties.
32. He is responsible to attain proficiency in the operation of electronic equipments based on advanced technology such as BEST/ Pager system.
33. He is responsible to extent security coverage to Hon'ble L.G.
34. He is responsible to maintain communication in the PCR round the clock and also responsible to the duties of duty officer in P.C.R. during odd hours.
35. He is responsible for installation and maintain of H.F. /VHF antennas at out stations where RT & FE are not available.
36. He will be responsible to perform the duty of I.C. P.R. station in absence of H.R.O.