

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

SCHEDULE – XII

1.	Name of Post	Store Keeper (ASI)																				
2.	No. of Post	01 (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) 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	<p>(i) 12th Std. pass with Science and Diploma in Electronic & Electrical.</p> <p align="center">(or)</p> <p>(ii) Diploma in Electronics & Communication, Electronics or computer Science Engineering from a recognized university.</p> <p>1) Should possess the following Physical standards</p> <table border="0"> <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) (Normal)</td> <td></td> </tr> <tr> <td>(General/OBC)</td> <td>-81cm</td> </tr> <tr> <td>ST</td> <td>-77cm</td> </tr> <tr> <td>(Expended)</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> <p>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</p>	Height (Male) (General/OBC)	-168cm	ST	-160cm	Height (Female) (General/OBC)	-155cm	ST	-148cm	Chest (Only Male) (Normal)		(General/OBC)	-81cm	ST	-77cm	(Expended)		General/OBC	-85cm	ST	-81cm
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		the time of selection.
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	Not applicable
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	Transfer failing which direct recruitment
12.	In case of recruitment by promotion/ deputation/ Absorption grade from which promotion/deputation Absorption to be made	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.
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.