

SCHEDULE - VIII

## RECRUITMENT RULES FOR THE POST OF SUPERVISOR (STORES) IN THE ESTABLISHMENT OF A&amp;N POLICE RADIO ORGANIZATION

1	Name of the Post	Supervisor (Stores) (SI)
2	No. of Post	1 (One) 2010 subject to variation dependent on workload
3	Classification	General Central Services 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	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7	Age limit for direct recruitment	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	Not applicable
11	Method of recruitment, whether by direct recruitment or by promotion / absorption/deputation and percentage of posts to be filled by various methods	By Transfer
12	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/deputation/ absorption to be made	<b>Transfer :</b> From Storekeeper or Storeman Technical in the Pay Scale of Rs. 9300-34800/- with Grade Pay of Rs 4200/- in PB-2
13	If a DPC exists, what is its compositions	Group- B, DPC (for Promotion) consisting of: i. DGP - Chairman ii. IGP/DIGP - Member iii. Police Radio Officer - Member iv. 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 - VIII

DUTIES AND RESPONSIBILITIES

**SUPERVISOR STORES**

1. Supervisor Store (P.R.) is responsible to supervise works of Storeman Technical as well as Store keeper.
2. Supervisor Store has to assure that quality and quantity of misc. and wireless equipments / spare parts should be as per standard specification.
3. Supervisor Store shall thoroughly examine all the procedure of purchase and place to Inspector Technical after fully satisfied for approval of competent authority.
4. In all technical purchase, Supervisor Store shall obtain technical report from the technical committee constituted and after fully satisfied and verified from all sources, he shall proceed procurement after observing all laid down formalities.
5. Supervisor Store shall assure proper procurement, supply and stock in hand, so that there should not be any shortage/ excess of items in store.
6. Timely condemnation of unserviceable store is also responsibility of Supervisor Store.
7. All the records including ledgers, entries of the store should be periodically checked by Supervisor Store to avoid, irregularities.
8. Preparation of budget and planning and its utility should be carried under proper supervision of Supervisor Store.
9. All the daks of the store should be routed to Supervisor Store who is responsible for disposal in time limit under prescribed rule.
10. Supervisor Store is responsible for physical verification of stock of stores on quarterly basis.
11. Supervisor Store is responsible to carry out inspection of PR Store every year by independent authority.
12. All the bills shall be signed by Supervisor Stores after checking of entries in relevant records/ ledgers book by Store Keeper/ Storeman Technical before obtaining Counter signature of P.R.O.
13. He will work under direct control of Inspector Technical and overall control of Police Radio Officer.