

SCHEDULE - VII**RECRUITMENT RULES FOR THE POST OF SUPERVISOR TECHNICAL IN THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION**

1	Name of the Post	Supervisor Technical (SI)
2	No. of Posts	03 (Three) 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 education 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 /deputation/absorption and percentage of posts to be filled by various method	100% by transfer
12	In case of recruitment by promotion / deputation/ absorption grades from which promotion / deputation /absorption to be made	Promotion: From Radio Technician in the Pay Scale of Rs. 9300 - 34800/- with Grade Pay Rs. 4200/- in PB -2 and having qualified Radio Technician Grade-I course from CPRTI, DCPW, New Delhi
13	If a DPC exists, what is its composition ?	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 - VII

DUTIES AND RESPONSIBILITIES**SUPERVISOR (TECHNICAL)**

1. He is In-charge of Radio Workshop, Transmitting Station and Public Address System arrangement for smooth functioning of the organization.
2. He is responsible for repairs/ maintenance/ maintenance of log book of all equipments/ instruments etc. i.e.

1) VHF transreceivers	2) H.F. Transreceivers
3) H.F. Transmitters and receivers	4) BEST equipments
5) P.A. Equipments	6) Pager system
7) EPABX Exchange and concerned accessories	8) Computers
9) Main battery chargers	10) VHF battery charging
11) Measuring instruments	12) Voltage stabilizers
13) Emergency lighters	14) Battery eliminators.
3. He is responsible for proper maintenance of records relating repairs of WT/ measuring equipments.
4. He is responsible for detail RTs for transmitting station round the clock duties.
5. He will detail RTs, EFs and DMs for P.A. system duty and VHF repeater station for maintenance.
6. He is responsible for the erection of Aerial masts aerial for VHF and HF communication.
7. He is responsible for general maintenance and repair of VHF, HF aerials and under ground remote lines.
8. He will be responsible for maintenance of communication equipments at boats, mobile VHF, static and repeater stations.
9. He will be responsible for maintenance of discipline and up keeping in the workshop and transmitting station.
10. He will bring to the notice of PRO the recruitment of spare parts for repairing of equipments and electric wire.
11. He will allot jobs to various R.Ts, EFs and DMs in the workshops and transmitting station and ensure proper repairs are carried out by them.
12. He will take special care and maintenance and up keep of the standby power supply Diesel Generators.
13. He will be responsible for the proper accounts of VHF communication equipments, secondary batteries and VHF batteries for issuing and receipt in the Radio workshop.
14. He is responsible for the installation and smooth functioning of P.A. system in connection with VVIPs visit and state level function.
15. He is responsible for the maintenance of the WT equipments/ VHF sets in connection with VVIPs visit and state level function.
16. He is responsible for installation of wireless equipments at various PR station.
17. He is responsible for the survey and certifying the unserviceable equipments and to recommend for absolute.
18. He is responsible to check and give technical guidance to PR staffs to improve the communication during complaint for poor communication / breakdown of communication. In case of any difficulties it should be brought to PROs notice.
19. He will look after for proper identification service ability of the stores received from and by Quarter master stores.
20. He will be responsible for giving training/ familiarization of modern equipments time to time in Police Radio unit.
21. He is responsible to give technical guidance for repairing of out stations including R.M.Cs.
22. He will be responsible for any other authorized duty detailed by the higher authorities.