

RECRUITMENT RULES FOR THE POST OF HEAD RADIO OPERATOR IS THE ESTABLISHMENT OF A&N POLICE RADIO ORGANIZATION

SCHEDULE – IX

1.	Name of the Post	Head Radio Operator (SI)
2.	No. of Posts	35 (Thirty-five) 2010 subject to variation dependent on workload.
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.	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	2 years
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 promotion
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: from ASI (Radio operator) in the Pay Scale of Rs. 9300-34800/- with Grade Pay of Rs. 4200/- in PB-2 and having Radio Operator Grade- II, Pass Certificate from CPRTI, DCPW, New Delhi.
13.	If a DPC exists, what is its composition	Group 'B' DPC (for Promotion) consisting of:- i) DIGP -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 -IX

DUTIES AND RESPONSIBILITIES

HEAD RADIO OPERATOR

1. HRO is required to work as incharge of Police Radio out stations in A&N Islands and responsible for Supervision and guidance to the Radio Operator.
2. As a Incharge Police Radio he is responsible for the smooth functioning of the Police Radio station.
3. He is responsible to maintain the discipline by the staff under him.

4. He will prepare the duty roster of Police Radio staff posted under him.
5. He will ensure that the Radio staff perform their duties as per the existing duty roster and attend the schedules punctually.
6. HRO as Incharge of Police Radio station is responsible to maintain the communication records of the Station which includes the daily traffic return, monthly traffic return, equipments state, POL return etc.
7. He will be responsible for the safe custody of classified documents.
8. He is responsible for the submission of periodical returns pertaining to classified documents held on his Charge.
9. He will be responsible for the normal maintenance of W/T equipments generators, battery charger and batteries held on his charge with proper log book.
10. He will be responsible to carry out minor repairs like replacements of battery, fuse and accessories of . W/T equipments within his capacity and proper installation and routine maintenance of aerial.
11. He will be responsible to execute the orders and instructions received from Police Radio Head Quarter.
12. He will ensure that priority messages pertaining to serious patients fire accidents, natural calamities Etc. are cleared/ delivered soon after its receipt.
13. He should familiar with the modern equipments being introduced from time to time as to enable him To familiarization training to the Radio Operators posted under him.
14. He will personally supervise in case of unfavourable communication prevails.
15. He should look after the duties of Radio Operators at the time of short fall of staff.
16. While posted at Head Quarter he will assist the supervisor for the smooth functioning of signal centre. He will look after the duties of shift supervisor whenever required.
17. While posted as instructor for the PRO training he will be responsible for the maintenance of discipline among the trainees and also maintain records of training class.
18. He is responsible for performing PSO duties with IGP and senior officers. In such case he has to carry light arms and ammunition on duty in addition to the prompt communication in PCR.
19. HRO will act as incharge duty officer in the Police Control room and responsible for the prompt communication PCR.
20. He will be responsible to inform the senior officers about any fire accidents, serious crimes, strike and other law and order problems reported to PCR and to take immediate steps as per the instructions of the higher officials.
21. During election/ VVIP visit he will convey each and every information to the senior officer time to time.
22. He will act as In-charge of war watching station in certain out stations and he is responsible for the execution of war watching exercise and speedy clearance of war watching messages.
23. Being the In-charge Police Radio station he is responsible to maintain cordial relation with other local Govt. officials.
24. He is responsible to maintain communication on sea crafts under Police Marine Force of the A&N Administration or Coast Guard in emergency when ever required.