

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

1	Name of the Post	Supervisor Operational (SI)
2	No. of Posts	8 (Eight) 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/ 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	Transfer: From Head Radio Operator in PB-2 Rs.9300-34800/- with Grade Pay Rs.4200/- in PB-2 and having qualified Radio Operator Course Grade-I from CPRTI, DCPW, New Delhi
13	If a DPC exists, what is its composition ?	Group- B, (DPC): 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 - VI

DUTIES AND RESPONSIBILITIES**SUPERVISOR (OPERATIONAL)**

1. He will supervise the work of the staff detailed in the Signal Centre at Head Quarter A&N Police Radio Organization.
2. He will ensure proper and satisfactory (HF/VHF) communication.
3. He will assist the Inspector Operational/ Communication from communication point of view.
4. He will ensure that the equipments kept in the Signal Centre are in proper working condition.
5. He will ensure proper maintenance of equipment, stores and proper use of stationeries in Signal Centre.
6. He will be responsible for safe custody and maintenance of records relating to the communication.
7. He will ensure speedy clearance and delivery of all messages. He shall pay special attention in speedy clearance and delivery of priority messages and should not delay the message beyond the time limit prescribed to different categories of priorities.
8. He is responsible for scrutiny of traffic and proper submission of communication reports and returns.
9. He is responsible for the personal supervision of VHF nets established for law and order purposes.
10. He is responsible for the personal supervision of VHF and HF trials.
11. He is responsible to bring to the notice of Inspector Operational/ Police Radio Officer immediately any breach of signal security, undue delay in clearance of messages and any other incidents noticed in the signal centre.
12. He will render necessary guidelines to the Operational staff detailed in the Signal Centre if needed.
13. He will make draft duty roster in respect of staff detailed for duty in signal centre and submit to the Police Radio Officer through the Inspector (Operational/ Communication) for approval.
14. He is responsible to bring to the notice of Inspector Operational/ Police Radio Officer immediately any important events received from out stations such as sighting of foreign poaching trawlers, natural calamities, accidents, evacuation of serious patient, serious crimes, and out burst of epidemic diseases.
15. He will arrange staff from his own resources in the event of sudden shortage of Radio staff in signal centre as well as in Police Control Room.
16. He will ensure enforcement of discipline and compliance of orders in force by the operational staff.
17. He will ensure that no unauthorized/ illegal transmission made on the communication net work of the A&N Police Radio Organization.
18. He will ensure proper entries of reports relating to the communication and any other important incident/events in the General diary.
19. He will ensure general cleanliness of signal centre and its surroundings.
20. He will also perform any other authorized duty assigned by the Police Radio Officer from time to time.
21. He will ensure proper keep up of Motor Cycle/ Bicycle under the charge of Despatch Riders and Follower Messengers posted at Signal Centre.
22. He will ensure proper entries in the General diary relating to duty report, movement and absence report of staffs posted at Head Quarter, A&N Police Radio Organization.
23. He should be almost security minded while handing the secret documents (PWCC docs) and other classified documents and also ensure most vigilant while its handing and taking over and will always ensure the above documents under his personal custody during his duty hours.
24. He will ensure daily that the SMS system installed in Signal Centre/ PCRs are working properly so that occurrence of any type of disaster/ earthquake reports to be transmitted to all the officers concerned without delay.