

# **WEST BENGAL POLICE RECRUITMENT BOARD**

## **DETAILED INFORMATION REGARDING DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE RANK OF ASI (UB & AB) AND LADY ASI (UB) IN WEST BENGAL POLICE**

The West Bengal Police Recruitment Board has been entrusted to hold the Departmental Examination for filling up of 521 posts of ASI/ Lady ASI (UB) and 110 posts of ASI (AB) in West Bengal Police. The eligibility criteria and other terms and conditions to appear for the said examination are given hereunder.

### **1. Eligibility :**

- a) All constables (both Male and Female) of West Bengal Police having completed **five years of services as on 01.01.2016** are eligible to appear for the examination. **Lady Constables are eligible to apply for the post of ASI (UB) only.**
- b) **Eligibility Test :** The selection shall be done through written examination (Part-I) followed by verification of Length cum Record of Service (Part-II). Details of Part-I and Part-II are illustrated below.

#### **Part-I**

<b>Sl. No.</b>	<b>Subject</b>	<b>For ASI (UB)</b>		<b>For ASI (AB)</b>	
		<b>Full Marks</b>	<b>Pass Marks</b>	<b>Full Marks</b>	<b>Pass Marks</b>
1.	General Knowledge	10	04	10	04
2.	Report Writing	10	04	10	04
3.	Law & Procedure (without Book)	60	24	30	12
4.	Social Values & Awareness	20	08	20	08
5.	Drill Theoretical -10 Practical -10	-	-	20	08
6.	Weaponry Theoretical-05 Practical -05	-	-	10	04
<b>TOTAL</b>		100	40	100	40

#### **Part-II**

<b>Sl. No.</b>	<b>Subject</b>	<b>For ASI (UB)</b>		<b>For ASI (AB)</b>	
		<b>Full Marks</b>	<b>Pass Marks</b>	<b>Full Marks</b>	<b>Pass Marks</b>
1.	Length of Service-15 Record of Service-15	30	12	30	12

#### **Note ::**

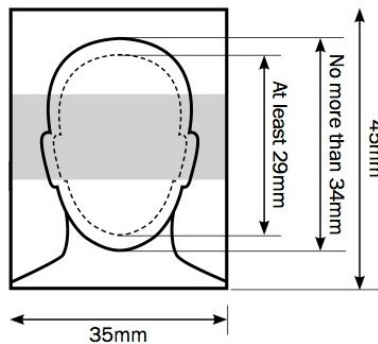
- i. Anyone who qualifies in Part-I will be considered for Part-II and only after he/she is successful in both Part-I and Part-II will be considered for promotion.
- ii. Candidates who have already appeared at the same examination on 4 (four) earlier occasions **shall not** be eligible.
- iii. The practical examination on Drill & Weaponry [in respect of the candidates for promotion to the rank of ASI (AB)] shall be taken by a Special Board to be formed for this purpose. The venue, date and time of examination will be decided by the West Bengal Police Recruitment Board.

## 2. How to Apply:

- i. Applications in prescribed format must be submitted online using the exclusive website of West Bengal Police (**policewb.gov.in.**). The window will open from **04/01/2016** and will close on **03/02/2016**.
- ii. Every applicant shall give his/her option for promotion as **ASI (UB) or ASI (AB) or both** during submission of application form. The promotion to the respective rank will be given depending on the availability of vacancies in both ranks and also on the merit position as well as option exercised by the candidate. However the final decision to allot any constable to ASI(UB) or ASI(AB) shall lie with the **Board of control for Examination & Promotions.**
- iii. Applicants are requested to upload their recent passport size photograph and full signature in the following manner.

Sl. No.	Name of the Items	Size (in KB)	Measurement (in cm)
01.	Photograph	Less than 50KB	4.5 cm x 3.5 cm
02.	Signature	Less than 20KB	1.1 cm x 6.6 cm

**Guidelines** : Please find the schematic depiction of how your photograph should be



Your photos should suffice the following primary requirements

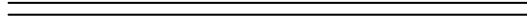
- Recent photo facing forward and looking straight at the camera
  - without anything covering the face
  - in clear contrast to the background
  - without a head covering (unless it's worn for religious reasons)
  - with eyes open, visible and free from reflection or glare from glasses
  - with your eyes not covered by sunglasses, tinted glasses, glass frames or lock of hair
  - without any 'red eye' and without any shadows in the picture
- iv. On successful submission of the application, the applicants shall be provided with an auto-generated receipt with Unique Application Sl. No. Candidates are advised to preserve it safely and mention the Unique Application Sl. No. for all future communications.

## 3. Other Information:

- i. Each candidate should submit **one** Application Form. Candidature of those who would submit more than one application will be rejected summarily.
- ii. Candidates trying to use influence or unfair means would be disqualified from selection.
- iii. The DG & IGP, West Bengal will have the power to increase the qualifying marks upto 10% if he thinks such step is necessary for improving the quality of officers and in consideration of the number of vacancies in the promotion posts.

- iv. A candidate furnishing incorrect or false particulars or suppressing material information will be disqualified for promotion to the post of Assistant Sub-Inspector of Police. Moreover stern departmental action may be recommended against the candidate.
- v. The decision of West Bengal Police Recruitment Board on all matters relating to eligibility, place, date, procedure of examination, acceptance or rejection of Application will be final and binding on the candidates.
- vi. The Board reserves the right to rectify the errors and omission, if any, in the process of holding the examination and final declaration of result.

The candidates must visit the exclusive website (**[policewb.gov.in](http://policewb.gov.in)**) for ascertaining developments of recruitment process from time to time.



**Syllabus of the eligibility test for constables for promotion to the rank of Assistant Sub-Inspector of Police (Un-armed Branch)**

**PART-I**

**Written Examination-**

A) General Knowledge Full Marks-10      Pass Marks-04

Basic Course in Computer Education

- i. Handling of Computer: Switching on /off the Computer, Familiarization with Computer, About Hardware and Software, Key Board Commands, Key Board Typing Practice (Minimum Speed 20 words per minute).
- ii. Windows : Introduction to MS-Windows (98,2000, XP), Basic Knowledge of operating System.
- iii. MS Word : Introduction to MS-Word, Standard Toolbar (New creation, opening, saving etc.), Formatting Toolbar (Formatting Text, i.e. Bold / Italic / Underline /Alignment etc.), Page Setup and its Properties, All printing options (File Printing / Print Preview), Table Creation.
- iv. Software about Anti Virus
- v. Internet : Introduction to Internet, Opening and Closing Websites, E-Mail Account Creation, Sending and Receiving E-Mails, Use of Search Engines (Google and MSN etc.)
- vi. Police Software : PPMS, Digital MTO, Clothing Store Management System, Departmental Store Management System, Accounts and Cash Book, PLUS, TCTS, CIPA

B) Report Writing Full Marks-10      Pass Marks-04

In connection with Misc. enquiries.

C) Law & Procedure [Without Book] Full Marks-60      Pass Marks-24

I. Criminal Procedure Code:-

1. Cognizable & Non Cognizable Offence [Sec-2[c][I]. Procedure of writing General Diary in cognizable & non cognizable cases [PRB Rule 377]
2. First Information Report [Sec 154 Cr. P.C.]. Procedure of recording FIR [Sec 154 Cr. P. C. & PRB Rule-243]
3. Power & Procedure of Arrest of Person [Sec-Cr. P.C. 41, 42, 43, 46, 47, 49, 50, 51, 52, 57, 151]
4. General Procedure of Search [Sec-100 Cr. P.C. & P.R.B. Rule 280]
5. Dispersal of Unlawful Assembly, Power & Functions of Police [Sec-129 Cr. P.C. PRB Rule 142-144]. Use of fire arms [PRB Rule 153] [High Court order with ref to Nandi Gram Police Firing]
6. Prohibitory Order [Sec 144 Cr. P.C] Appointment of receiver in case of disputed immovable Property [Sec145 Cr. P.C]
7. Investigation of UD Case [Sec 174(i) Cr. P.C & 299 PRB]
8. Enquiry in MA Case
9. Report Writing in Non FIR Cases & Misc. enquiry

II. Indian Penal Code :-

1. Definition [Sec-21, 23, 24, 39, 52]
2. General Exceptions [Sec-96 to 106]
3. Offences against Public Tranquility [Sec- 141-149]
4. Custodial Crime [Sec-330, 331, 343, 376(2)(a)]
5. Offences against human body [Sec-299-304, 307, 319-326, 331, 339-342, 354]
6. Offences against property [Sec-378-384, 390-397, 399, 402, 410-412]

### III. Minor Acts :-

1. The Police Act 1861 [Sec17, 18, 19, 23, 29, 30-34 & 44]
2. West Bengal Gambling & Prize Competition Act [Sec-2, 3, 4, 5, 10 & 100]
3. Indian Arms Act

### IV. Maintenance of Registers at PS & other Police units :-

#### At PS

1. GD Book PRB [Rule 377], Absconder Register [Rule 378], Constables Daily Duty Roster [Rule 373], Warrant Register [Rule 323], Property Register [Rule 379], Register of Letter received & Letter issued [Rule 376], Non FIR Register [Rule 254], MA Case Register [Rule 254], UD Case Register [Rule 299], Cash Account Register [Rule 409], All Arrest Register [Rule 323], Command Certificate [Rule 163], Personal Diary [Rule 209], Prisoners Diet Bill [Rule 333], Periodical Reports & Returns [Rule 198], Missing Persons Registers, Rules in c/w guarding Lock-up & Sentry Duty [Rule 329].

#### At CI Office

1. Registers of letter received & letter issued [Rule 199], Index of Crime [Rule 197], Police Gazette File [Rule 74], Reward & Punishment Register, PD Files

#### At SDPO Office

1. Register of letter received & letter issued, SR Case Register, Reward & Punishment Register, Sub-Divisional Order Book, Filing of Police Gazette

#### At Police Court

1. Filing of Police Gazette [PRB Rule 74], Final Memo [Rule 445], Register of Process [Rule 471], File of Jail Parade Report [Rule 515], Register of Paper received & paper dispatch [Rule 532], Daily under Trial Case Report [Rule 533], Register of Unidentified persons sent up by Police [Rule 534], General Register [Rule 536], Non G.R. [Rule 537], Hazat Register [Rule 538], Sessions Case Register [Rule 539], Bail Bond Register [Rule 540], Conviction Register [Rule 541]

### V. Crowd Control & VIP Duty-

1. Definition of Crowd & measures adopted by police for controlling crowd at different stages. Licenses issued under Police Act for regulating processions & Assembles.

Definition of VIP and duties performed by Police at different stage to ensure safety and security of VIP – during their journey, at place of programme and stay.

D) [i] Report Writing In connection with Non FIR Prosecution FM-20, PM-08  
[290, 323 IPC, 3, 4 BCLA Act, WBG & PC Act, 107, 109, 144, 145 Cr. P.C, 34 Police Act]

#### [ii] Social Values & Awareness

1. Police Organizations [WBP, Kolkata Police & C.P.Os
2. Attitudinal Change in the behavior of police, code of conduct for police
3. Concept of Human Rights-Protection of Human Rights. Observation of Human Rights during arrest, search & seizure, escort & interrogation of accused person-Directions of the Supreme Court of India in c/w arrest.
4. Offences against women and role of police
5. Offences against weaker section and role of police
6. Menace of communalism, role of police & maintenance of secular attitude in Police Administration.
7. Menace of Drug, Immoral Trafficking

E) P.T.C Drill [Non-evaluation]

**SYLLABUS OF THE ELIGIBILITY TEST FOR CONSTABLES FOR PROMOTION TO THE RANK OF ASSISTANT SUB-INSPECTOR OF POLICE [ARMED BRANCH]**

**PART-I**

Written Examination

- A] General Knowledge [Computer Awareness] Full Marks-10 Pass Marks-04
- i. Handling of Computer : Switching on /off the Computer, Familiarization with Computer, About Hardware and Software, Key Board Commands, Key Board Typing Practice [Minimum Speed 20 words per minute]
  - ii. Windows: Introduction to MS-Windows [98, 2000, XP], Basic Knowledge of Operating System.
  - iii. MS Word: Introduction to MS-Word, Standard Toolbar [New file creation, Opening, Saving etc.], Formatting Toolbar [Formatting text, i.e., Bold /Italic/Underline/ Alignment etc.], Page Setup and its Properties, All printing options [File Printing / Print preview], Table Creation
  - iv. Software: About Anti-Virus
  - v. Internet: Introduction to Internet, Opening and Closing Websites, E-Mail Account Creation, Sending and Receiving E-Mails, Use of Search Engines [Google and MSN etc.]
  - vi. Police Softwares: PPMS, Digital MTO, Clothing Store Management System, Departmental Store Management System, Accounts and Cash Book, PLUS, TCTS, CIPA
- B] Report Writing in connection with Misc. enquiries & duties performed. FM-10, PM-04
- C] Law & Procedure [Without Book] FM-30, PM-12

**Criminal Procedure Code:**

- i. Power & Procedure regarding arrest person [Sec. 41, 42, 43, 46, 47, 49, 50, 51, 52, 57, 151]
- ii. General Procedure of Search [Sec. 100 Cr. P.C & PRB Rule 280]
- iii. Dispersal of unlawful Assembly : Power & function of Police [Sec. 129 Cr. P.C, PRB Rule 142-144] use of fire arms PRB Rule 153, with reference to Right of Private Defence
- iv. Prohibiting Order [Sec. 144 Cr. P.C], Appointment of receiver in Case of disputed immovable Property [Sec. 145 Cr. PC]

**Indian Penal Code:**

- i. General Exception [Sec. 96-106]
- ii. Offences against Public tranquility [141-149]
- iii. Offences against human body [Homicide, Dowry death, Hurt]
- iv. Offences against Property [Theft, Robbery, Burglary, Dacoity]
- v. Custodial Crimes [Sec. 330, 331, 343, 376 (2)(a)]

**Minor Acts:**

- i. The Police Act 1861
- ii. W.B. Gambling & Prize Competition Act [Sec. 2, 3, 4, 5, 10 & 11]
- iii. Indian Arms Act

D] Social Value & Awareness:	FM-20	PM-08
i. Police Organization [WBP, KP, CPO]		
ii. Attitudinal change with behavior of police, Code of conduct for Police, meeting unit answering telephone		
iii. Concept of Human Rights-Protection of Human Rights. Observance of Human Rights-during arrest, Search, Seizure, Escort & interrogation of accused persons-direction of the Supreme Court of India in connection with arrest.		
iv. Offences against women & role of Police.		
v. Offences against weaker sections & role of Police		
vi. Menace of Communalism & role of Police, Protection of Secular attitude in Police Administration.		
vii. Menace of Drugs & Human Trafficking		
E] (i) Drill (Theoretical): Including Guard & Sentry Duties Detecting IED & Techniques for defusing it, Maintaining Camp Security in LWE Area	FM-10	PM-04
(ii) Drill (Practical)	FM-10	PM-04
F] (i) Weaponry [Theoretical] [.303, .410, 38, 9mm Pistol, AK 47, SLR, INSAS, Carbine]	FM-05	PM-02
(ii) Weaponry [Practical]	FM-05	PM-02
G] PT [non-evaluation]		