

**OFFICE OF THE COMMANDANT
POLICE DEPARTMENT
INDIA RESERVE BATTALION, PUDUCHERRY**

No.01/GC/Estt/IRBn/2016-983

Dated: 23.09.2016.

CIRCULAR

**Sub: PP-IRBn - Estt - Absorption for the post of Head
Constable/ Clerk IRBn Willingness called for - Reg**

It is hereby informed that, 05 nos. of Head Constable/Clerk (Non-Ministerial) in IRBn, Police Department, Puducherry is proposed to be filled by absorption from the rank of Head Constable (Male) GD of IRBn, Puducherry in the Pay Band-1 ₹ 5200-20200 + 2400 Grade Pay.

02. Hence, all the Company Commanders and Detachment Commanders are hereby directed to widely intimate the circular among all the Head constables working under their command to obtain the willingness for applying for the said post along with the prescribed Bio Data, and to forward the same so as to reach this office on or before 23.10.2016.

03. Eligibility criteria for applying for the said post are as follows:-

- (i) Higher Secondary (10+2)-from a recognised Board.
- (ii) A minimum speed of 40 words per minute in English typewriting (Senior Grade certificate issued by recognised board).
- (iii) Diploma in Computer Application (DCA) with knowledge especially in MS-Office, accounts and office procedure (Certificate issued by Recognised board). All the Original Certificate must be submitted along with the willingness application and bio-data.

04. After scrutinizing the applications and verification of original certificates, the applicants are subject to skill test which are as follows:

Sl No.	Skill Test	Duration	Marks
1	English Typewriting (05 Paragraph each carry 10 marks)	05 Minutes	50
2	General English (Hr. Sec Std) Grammar, Idioms and Phrases, Identify the voice and tenses, Identify the sentences, Articles, Question Tag, find out the error in sentences & Comprehension.	01 hour	50
3	Drafting of Official Note & preparing of official Letter in English in Computer. (Aligning and Printing)	30 Minutes	50
4	Test for knowledge in accounts, the subject are Arithmetic Aptitude which includes (Percentage calculation, Profit and Loss, Simple Interest and Compound Interest, Ratio and proportion and Simplification)	30 Minutes	50
	Total		200

The candidates once selected for the above said post, cannot revert back to the original post of Head Constable and cannot claim any seniority in future.

Applications received after the stipulated date will not be entertained.

Ranjiv
23/9/16
(RAJIV RANJAN, IPS)
COMMANDANT
IRBN, PUDUCHERRY.

To

1. All Company Commander,
2. All Detachment Commander, Karaikal/Mahe/Yanam/Kalapet.

Copy to:

1. The Assistant Commandant (HQ), IRBn, Puducherry.
2. The Web Officer, Puducherry.
3. File Copy.