

VACANCY NOTIFICATION

1.	Name of the Organization:	Directorate of Coordination Police Wireless, Ministry of Home Affairs
2.	Level of Post	Group 'B' Non-Gazetted
3.	Name of the post:	Assistant
5.	Detailed notification attached below for more information.	
6.	Last Date	07 Apr 2025

Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.

Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.

Job opportunity for Ex-servicemen

Sir,

It is requested that a panel of eligible Ex-servicemen be forwarded for filling up the vacancies as mentioned below:-

Details of post

1	Name of the post	Assistant
2	Job Function	<ol style="list-style-type: none">1. To deal with all such administrative, establishment, disciplinary, vigilance and court cases matters wherein knowledge in noting, drafting and file processing are necessary and to bring out clearly the question under consideration and suggest a course of action wherever possible.2. To deal with Procurement of Modern / Sophisticated Wireless Equipment's, various test / measuring equipment's through GEM portal.3. To deal with the matters related to evaluation / standardization of new wireless equipment's and modernization of State / UT Police Wireless Organizations.4. To deal with the matters related to handling of technical correspondence with States / UTs and CPOs regarding imparting training of Police Personnel, allotment of Traffic Frequencies, issue of Licenses for Wireless Sets, Proposal of Site Clearance, Revision of Police Radio Procedure and holding of Conference of Police Radio

		<p>Officers of the Country, DGs / ICs Conference.</p> <p>5. To deal with Care taking, cleanliness, maintenance of office at Headquarters and other matters related to Land and Building.</p> <p>6. To deal with the matters related to Internal Monitoring Cell and for dealing the matters providing Radio related to Communication Training in Radio Monitoring Cell, Ministry of Defence and for maintaining all the records related to posting of Operational and Maintenance staff of DCPW and for providing assistance in General Transfer.</p> <p>7. To deal with all General administrative matters of POLNET Hub, Sirifort, New Delhi.</p> <p>8. To deal with General Administration, conducting various examinations for technical subjects at Central Police Radio Training Institute.</p> <p>9. To deal with matters related to maintenance of Vehicle Log, Vehicle bills related to maintenance and fuel, controlling of fuel, providing vehicles as and when necessary for official purpose etc.</p> <p>10. To deal with matters related to General administration and operation of Central Stores, reserve stock and condemnation of un-serviceable stores.</p> <p>11. Any other duties assigned in addition to above mentioned tasks</p>
3	Additional job information	Nil
4.	No. of vacancies	02(UR: 01, EWS: 0, OBC: 0, SC: 01, ST: 0, PH: 0)
5.	Level / post	Level - 6, Group 'B' Non-Gazetted, Ministerial
6.	Qualification required Essential / Desirable	<p>Essential- Bachelor Degree in science with Electronics or Electronics and Communication or Physics as one of the subjects from a recognized University or Institute</p> <p>Desirable- Two Years Experience in administration or establishment work</p>
7.	Work experience required	As mentioned above
8.	Age range	As per rule.
9.	Location of job	Either at Hqrs, New Delhi or at any of the Inter State Police Wireless Stations located in the each State/UT's capital throughout the country.
10.	Salary range	Level 6 in the Pay Matrix ₹35,400 - 1,12,400/- (pre- revised Rs.9300-34800 GP- 4200)

Handwritten signature and date: 25-2-2018