

WEST BENGAL POLICE RECRUITMENT BOARD

DETAILED INFORMATION REGARDING DEPARTMENTAL EXAMINATION OF CONSTABLES FOR PROMOTION TO THE RANK OF ASI/LASI (UB) AND ASI (AB) IN WEST BENGAL POLICE - 2024

The West Bengal Police Recruitment Board will hold a Departmental Examination for promotion to the rank of **1150 posts of ASI/LASI (UB)** and **28 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 01.01.2024** are eligible to appear for the examination. **Lady Constables are eligible to apply for the post of LASI (UB) only.**
- b) All constables **shall** give their option for promotion as ASI (UB) or ASI (AB) or for both ASI (UB) and ASI (AB). The promotion to the respective rank will be given depending on the availability of vacancies in both the ranks and also on the merit position as well as option exercised by them. However, final decision to allot any Constable to ASI (UB) or ASI (AB) shall lie with the Board of Control for Examination and Promotion.
- c) **Eligibility Test:** The promotion shall be given through Written Examination (**Part-I**) followed by verification of Length Cum Record of Service (**Part-II**). The Written Examination will be conducted by the West Bengal Police Recruitment Board. Details of Written Examination are furnished below.

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

Note ::

- i. The West Bengal Police Recruitment Board will decide on the date, venue and time of Written Examination.
- ii. Applicants will have to obtain the Pass Marks in all groups of Written Examination for being eligible for promotion to the rank of ASI/LASI (UB) & ASI (AB).
- iii. Candidates who have already appeared at the same examination on 4 (four) earlier occasions **shall not** be eligible.
- iv. **Candidates should follow the instructions given on the question paper as well as on the OMR and Answer Scripts. Any violation of the same will lead to cancellation of candidature.**

2. How to Apply:

- i. Applications in prescribed format must be submitted **online** using the exclusive websites of **West Bengal Police Recruitment Board** (<https://prb.wb.gov.in>) and **West Bengal Police** (<https://wbpolice.gov.in>). The window will open w.e.f **16/03/2024 from 10:00 AM onwards to 15/04/2024 (till 23:59 hrs)**
- ii. Applicants shall upload a 'Certificate of Verification' as per the enclosed format in **Annexure - II** to be issued by his/her parent unit duly verified and signed by an officer not below the rank of Addl. SP. The size of the uploaded "Certificate of Verification" should not be less than **200 KB** and not more than **400 KB**. **They shall obtain this Certificate before applying online.**
- 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

Photograph of the applicant should satisfy the following primary requirements:

- Recent photo (**not more than 3 months old**) facing forward and looking straight into the camera.
- Without anything covering the face.
- In clear contrast to the background.
- Without a head covering except in case of picture in Police Uniform.
- With eyes open, visible and free from reflection or glare from Glasses.
- With eyes not covered by Sunglasses, Tinted Glasses, Glass Frames or Lock of Hair.
- Without any 'Red Eye' and without any shadow in the picture.

Signature of the Applicant must contain the full name of the applicant as per the application form (e-HRMS data) and the signature shall be in long hand.

- 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 take a printout of his/her application form, preserve it safely and mention the Unique Application Sl. No. for all future communications.

3. EDITING WINDOW :-

An editing window for **07 (seven) days** will be given to the applicants who wants to edit/rectify his/her personal information already submitted in their Application Form. The period of this editing window will be from **18/04/2024 to 24/04/2024**. To edit the personal information, applicants will have to provide **(i) His/her Application Sl. No.** or **Registered Mobile Number** and **(ii) Date of Birth (DOB)** as entered in the Application. On providing these information, they will get an OTP to their Mobile Number. On successful verification of OTP the applicant will be allowed to edit/rectify his/her information.

After editing all the details, the applicant **has to submit** the edited application otherwise no change will be reflected in the main data. Applicants will also be able to download the modified application .pdf only after submission of the edited application or else the previous application .pdf will be available.

Request for change/correction in the personal details shall not be entertained under any circumstances after the last date of editing window. The West Bengal Police Recruitment Board will not be responsible for any consequences arising out of non-

acceptance of any correction/addition/deletion in any particular field in application form whatever the reason may be.

4. 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 during written examination would be disqualified from selection. Moreover, stern departmental action will be recommended in such case.
- iii. Defective/incomplete applications/applications with fuzzy photograph of applicants will be summarily rejected.
- iv. Application forms shall be rejected in case the signature of the applicant is uploaded/rendered in **block letters/unintelligible/does not match with name of the applicant**.
- v. 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 promotional posts.
- vi. 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 applicant.
- vii. 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 applicants.
- viii. While submitting application form, due care must be taken in filling all necessary particulars correctly. No rectification of personal data will be done by West Bengal Police Recruitment Board in future.**
- ix. 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 websites of **West Bengal Police Recruitment Board** (<https://prb.wb.gov.in>) and **West Bengal Police** (<https://wbpolice.gov.in>) for ascertaining developments of departmental examination process from time to time.

FORMAT OF CERTIFICATE OF VERIFICATION

This is to certify that the following particulars in respect of _____
_____(Name of applicant with Brass No. with Rank) of _____
_____(Name of unit) are duly verified from
the Service Book particulars & e-HRMS data.

1. **Full name of applicant as per Service Book** :

2. **IFMS ID.** :

3. **GPF No.** :

4. **Father's / Husband's Name** :

5. **Date of Birth** :

D	D

M	M

Y	Y	Y	Y

6. **Date of Appointment** :

D	D

M	M

Y	Y	Y	Y

7. Did he/she appear previously to the departmental examination for promotion to the rank of ASI(UB/AB) & Lady ASI (UB) for more than three times?

Yes	No

If yes, give details.

Year	Year	Year	Year

8. **Mobile No.** :

9. **Email Id.** :

Submitted by

Full signature of the candidate
(Name of candidate)

(Signature of the Issuing Authority with designation and seal)

Memo. No. _____ Dated : _____ / _____ /2024

**SYLLABUS OF THE ELIGIBILITY TEST FOR CONSTABLES FOR PROMOTION
TO THE RANK OF ASSISTANT SUB-INSPECTOR/LADY 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 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 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 [Sec 145 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 [Sec 17, 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 receive & 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

FM - 10

PM - 04

Detecting IED & Techniques for defusing it,
Maintaining Camp Security in LWE Area

(ii) Drill (Practical)

FM - 10

PM - 04

F] (i) Weaponry [Theoretical]

FM - 05

PM - 02

[.303, .410, .38, 9mm Pistol, AK 47, SLR, INSAS, Carbine]

(ii) Weaponry [Practical]

FM - 05

PM - 02

G] PT [non-evaluation]