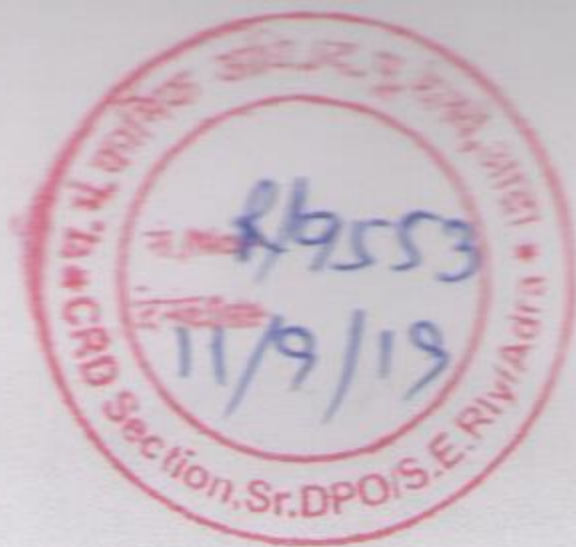


SOUTH EASTERN RAILWAY



Office of the  
Pr.Chief Personnel Officer  
11, Garden Reach Road  
Kolkata - 700 043

No.SER/P-HQ/Ruling/867

Dated : 22.08.2019

To  
The PCEE, PCME, PCE, PCSTE at GRC  
The DRM(P)s-KGP, CKP, ADA, RNC  
The Sr. EDPM/GRC  
The SPO(M&EL)/GRC, WPO/KAR,  
The SPO(T)/GRC, APO(HQ)/GRC  
South Eastern Railway

Sub: Calling of options from staff for serving in Workshop Projects  
Organisation, Patna, Wagon Repair Workshop, Badnera (C.Rly.),  
Coach Midlife rehabilitation Workshop Kurnool (S.C.Rly.), Bhagalpur  
(E.Rly.), Matunga (C.Rly), Harnaut (E.C.Rly.), Gorakhpur (N.E.Rly.),  
Tirupati (S.Co.Rly) etc.

A copy of CAO/WP, Patna's letter no. WP/Option/NG/B&K dated 01.08.2019 on the above subject is sent herewith for information and necessary action please.

It is requested that the applications from willing employees with all relevant details (Bio-data) in the prescribed proforma alongwith SPE/D&AR/Vigilance Clearance duly forwarded by competent authority may please be sent to the concerned Staff Officer at HQ's Office/GRC by 30.09.19.

Before forwarding the application, kindly ensure that the applicants are eligible as per norms laid down in the above letter against terms and conditions i.e eligibility criteria etc.

Further correspondance as well as any query in this regard may please be made with the concerned Staff Officer/GRC.

Enclo: As above.

(S.K.Pramanik )  
22/8/19

(S.K.Pramanik )  
Asstt.Personnel Officer (Court)  
for Pr.Chief Personnel Officer

S. DPO  
11/9/19

Ch. OS

## Indian Railways/(Workshop Projects)

Office of the  
Chief Administrative Officer/WP  
Personnel Department  
Chamber Bhawan, J.C. Road  
Patna-800 001  
Dated:-01.08.2019

No. WP/Option/NG/B&K

All GMs, Zonal Railways, All CWMs of Workshops, All CTIs  
All CAO of Production Unit of Indian Railways

Sub:- Calling of options from Staff for serving in Workshop Projects Organization, Patna, Wagon Repair Workshop, Badnera (C.Rly), Coach Midlife rehabilitation Workshop, Kurnool(S.C.Rly), Bhagalpur(E.Rly), Matunga (C.Rly), Harnaut (E.C.Rly), Gorakhpur (N.E.Rly), Tirupati (S.Co.Rly) etc.

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Set up by Workshop Projects Organization, Patna, Wagon Repair Workshop, Badnera (C.Rly), Coach Midlife rehabilitation Workshop, Kurnool(S.C.Rly), Bhagalpur(E.Rly), Matunga (C.Rly), Harnaut (E.C.Rly), Gorakhpur (N.E.Rly), Tirupati (S.Co.Rly) and 04 more projects are also allotted to WPO at Hazaribaug, Mugalsarai, Bondamunda and Kharagpur by Railway Board recently.

Options are hereby invited therefore from the following categories of staff for serving in Workshop Projects Organization, Patna, Wagon Repair Workshop, Badnera (C.Rly), Coach Midlife rehabilitation Workshop, Kurnool(S.C.Rly), Bhagalpur(E.Rly), Matunga (C.Rly), Harnaut (E.C.Rly), Gorakhpur (N.E.Rly), Tirupati (S.Co.Rly)etc.

The requirement of the staff (both in the Project office and in the field offices) are given below.

| Sr.No       | Department         | Category       | Pay Level | Vacancy |
|-------------|--------------------|----------------|-----------|---------|
| 1           | Mechanical         | SSE            | 7         | 2       |
|             |                    | Sr. Clerk      | 5         | 1       |
|             |                    | Erstwhile Gr.D | 1         | 2       |
| Total       |                    |                |           | 5       |
| 2           | General Admin & IT | SSE            | 7         | 2       |
| Total       |                    |                |           | 2       |
| 3           | Electrical         | SSE            | 7         | 5       |
| Total       |                    |                |           | 5       |
| 4           | Civil Eng.         | SSE (Works)    | 7         | 12      |
|             |                    | JE             | 6         | 4       |
|             |                    | Sr. Tech       | 6         | 2       |
|             |                    | OS             | 6         | 1       |
|             |                    | Sr.Clerk       | 5         | 1       |
|             |                    | Erstwhile Gr.D | 1         | 8       |
| Total       |                    |                |           | 28      |
| 5           | S & T              | SSE            | 7         | 1       |
|             |                    | Technician-II  | 4         | 1       |
| Total       |                    |                |           | 2       |
| 6           | Personnel          | Ch.OS          | 7         | 1       |
|             |                    | Sr. Steno      | 6         | 1*      |
| Total       |                    |                |           | 2       |
| Grand Total |                    |                |           | 44      |

- Proficiency in Computer Excellency is essential.
- Applicant should be proficient in MS Office viz. Excel, Power Point, Word, etc.
- \* No vacancy exist on date. However, if the option received from suitable Sr. Stenographer (bilingual), well proficient in MS office, viz Excel, Power Point, Word, etc, then they may be given preference.

The option is required to be submitted in the prescribed format enclosed herewith as Annexure 'A' duly forwarded by their controlling Personnel Branch. Advance copy of option will not be entertained. The option will remain open up to 15<sup>th</sup> October 2019

Administration will have the right to short-list the candidates after screening as per its own requirement and adjudging their Proficiency in Computer Excellency MS Office viz. Excel, Power Point, etc. & experience. Hence, merely option for this Unit will not confer any right on them for automatic transfer on option. Screening of applications will be conducted on 'first come first served basis' until vacancies are filled up. Even after acceptance, the decision of the competent authority will be final and there will be no repatriation at a later stage whether on administrative ground or on request of employee.

The staff working in the Railways under which Geographical Jurisdiction the aforesaid projects are under construction and incumbents of East Central Railway will be given preference.

All staff will retain their lien and seniority in their parent/original cadres. As and when options are called for by the concerned zonal railways for staffing of Wagon Repair Workshop, Badnera (C.Rly), Coach Midlife rehabilitation Workshop, Kurnool (S.C.Rly), Bhagalpur (E.Rly), Matunga (C.Rly), Hapur (C.Rly), Gorakhpur (N.E.Rly), Tirupati (S.Co.Rly) etc. the staff working in Patna or its field offices may exercise options for absorption against such notification. Such options will be forwarded to the concerned Railways and the permanent absorption in the above units will be decided by the concerned Railways as per their requirement.

It is hereby requested that this letter may be given wide publicity & please be circulated to all units under your control inviting options from willing staff of the above mentioned department. Responses please be forwarded to this office.

It may be noted that the option once exercised by the willing staff and the acceptance issue by the organization will be treated as final.

Yours faithfully,

  
(B.K Roy)

Sr. Personnel Officer/WP  
for Chief Administrative Officer/WP

 01/08/19

Option form of Workshop Project Organization, Patna, Wagon Repair Workshop, Badnera (C.Rly), Coach Midlife rehabilitation Workshop, Kurnool(S.C.Rly), Bhagalpur(E.Rly), Matunga (C.Rly), Harnaut (E.C.Rly), Gorakhpur (N.E.Rly), Tirupati (S.Co.Rly)

(Ref: WP/Option/NG/B&K dated: 01/08/2019)

Affix recent  
passport  
Size photograph  
duly attested by  
gazetted officer

1. Name (In capital letters) :
2. Father's Name/Husband's Name :
3. Designation :
4. Department :
5. Post applied for :
6. P.F. No. / NPS No. :
7. Present Place of posting :
8. Name, Designation & CUG No.  
of Controlling Authority :
9. Officiating grade & pay :
10. Substantive grade & pay :
11. Date of birth :
12. Date of appointment :
13. Source of recruitment :
14. Educational Qualification :
15. Technical Qualification :
16. Knowledge of computer :
17. Other Experience :
18. Whether SC/ST/OBC/GN :
19. Awards and Punishments  
(for last three years) :
20. Mobile No. :

I hereby declare that above mentioned information is true to best of my knowledge. In the event of being found incorrect, I will be held liable for that any my candidature will stand cancelled.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of candidate

Name & Designation of  
forwarding Officer with Office Seal

01/08/19