South Eastern Railway

Office of the
Sr. Divisional personnel Officer
S.E. Railway/ Adra

No.SER/P-ADA/Ch.OS(P)/409/Workshop Project Organization/Patna/2021 Dtd.21.04.2021

To
The Ch. Medical Superintendent
& All Branch Officers,
S.E.Railway/ Adra

Sub: Calling of options from staff for serving under workshop Project organization/ Patna for various projects.
Ref: (i) PCPO/GRC's letter No.SER/P-HQ/Rulling/867/Pt-II Dtd.08.04.2021.
(ii) CAO(WP)/Patna's letter No.WP/ Option/NG/B&K Dtd.19.03.2021

Please visit web page www.ser.indianrailways.gov.in for PCPO/GRC's letter No.SER/P-HQ/Rulling/867/Pt-II Dtd.08.04.2021 together with CAO (WP)/Patna's letter No.WP/ Option/NG/B&K Dtd.19.03.2021 which are self-explanatory.

You are requested to give wide publicity and the names of eligible willing staff as per eligibility criteria may please be forwarded to this office **on or before 26.04.2021** for onwards transmission.

In this regards, Sr.DSC/Adra, Sr.DFM/Adra & Sr.DMM/Adra are requested to send the options of the willing eligible candidates under their control directly after obtaining the approval of the Competent Authority.

21/4/2021

Asstt. Personnel Officer-II
For Sr.Divl. Personnel Officer
S.E.Railway/ Adra

Copy to :i) OS to DRM Secretariat for information and upload the notification in Rly. Website.
ii) OS/Admn. for wide publicity amongst the staff of Personnel Branch.
iii) Notice Board.

SOUTH EASTERN RAILWAY

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

No.SER/P-HQ/Ruling/867/Pt-II

Dated :08.04.2021

To
The DRM(P)/KGP-ADA-RNC-CKP
The WPO/KGP-W/Shop
The PCME/PCE
S.E.Railway/GRC
The All P.Br. Officers
at GRC & Kolkata

Sub: Calling of options from staff for serving under workshop Project organization/Patna for various projects.

Ref: CAO(WP)/WPO/P.Department/Patna's letter no. WP/Option/NG/B&K dated 19.03.2021.

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On the above issue, a copy of CAO(WP)/WPO/P/Department/Patna's letter no WP/Option/NG/B&K dated 19.03.21 is sent herewith for your information and wide circulation among the staff.

You are requested to send the applications of the willing eligible employee as per prescribed proforma i.e personal Data, Educational Qualification, awards & punishments (for last 3 years) through P.Br. cadre officers of the concerned department direct to the office of CAO(WP)/Personnel Deptt./Chamber Bhawan/J.C.Road/Patna-800001 within 30th April, 2021 treating the matter as MOST URGENT.

In this connection, it is also stated that the applicant should be proficient in computer Excellency i.e. working experience in MS office viz. Excel, Power point, Word etc.

Encl :- As above.

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

Dr. OS(P)

Cc sent through e-office.

30/3/2021

G-470
01-04-2021

RECEIVED
E. P. O'S O. S. (W)
E. RLY. / CRC,
OLKATA-43

रेल मंत्रालय
Ministry of Railways
Workshop Projects Organization
Personnel Department, Chamber Bhawan,
J.C.Road, Patna-800 001

WPO
Workshop Projects Organisation

No. WP/Option/NG/B&K

Dated:-19.03.2021

E-Office Scan
No. 251251
Dt. 06-04-2021

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

Sub- Calling of options from Staff for serving under Workshop Projects Organization/Patna for various Projects.

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Options are hereby invited from the following categories of staff for serving under Workshop Projects Organization/Patna in various Projects located at Bhaguapal, Mancheswar, Badnera, Kurnool etc. The requirement of the staff in the Project office & field offices are mentioned against each categories. The acceptance of options would be done as per availability of posts. The option is required to be submitted in the prescribed format enclosed herewith as Annexure 'A' duly forwarded by their controlling Personnel Department. Advance copy of option will not be entertained. **The option will remain open up to 30th April 2021.**

SN	Department	Category	Number of options to be called											
			WPO	Camp Office /NDLS	KRNT	TPTY	BPL	KGP	JUDW	MCS-BGPL	BSL	PRTN	BNDM	NBQ
1	Mechanical	SSE	2	1	-	-	-	-	-	-	-	-	-	-
		Tech-II	1	-	-	-	-	-	-	-	-	-	-	-
		Tech-III	2	-	-	-	-	-	-	-	-	-	-	-
		Gr.D	3	-	-	-	-	-	-	-	-	-	-	-
2	Civil	SSE/Works	3	-	1	1	1	1	1	1	1	1	1	1
		SSE/P.Way	-	-	1	-	-	1	-	-	1	-	-	-
		JE/Works	-	-	-	-	-	1	-	1	1	-	-	-
		Tech-III	3		1	1	1	1	1	1	1	1	1	1
		Gr.D	3		1	1	1	1	1	1	1	1	1	1
3	Personnel	CLA	1	-	-	-	-	-	-	-	-	-	-	-
		CSWI	1	-	-	-	-	-	-	-	-	-	-	-
4	Ministerial	Ch. OS	1	-	-	-	-	-	-	-	-	-	-	-
		OS	1	-	-	-	-	-	-	-	1	-	-	-
		Jr. Clerk	1	-	-	-	-	-	-	-	-	-	-	-
		Sr. Clerk	-	-	1	-	-	-	-	-	1	-	-	-
Total			22	1	5	3	3	5	3	4	7	3	3	3

- **Proficiency in Computer Excellency is essential.**
- **Applicant should be proficient in MS Office viz. Excel, Power Point, Word, etc.**

The administration will have the right to short-list the candidates after screening as per its ov requirements and adjudging their working knowledge & experience. Hence, merely option for this Ur will not confer any right on them for automatic transfer on option. Screening of applications will conducted on 'first come first serve basis' until desired vacancies are filled up. Even after acceptanc the decision of the competent authority will be final in all cases of repatriation at a later stage whether administrative ground or on request or employee concerned. All staff will retain their lien and seniori in their parent/original cadres.

It is hereby requested that this letter may please be circulated to all concerned units under your control for inviting options from willing staff of the above mentioned departments and the same may please be forwarded to this office. It may be noted that the option once exercised by the willing staff and the acceptance issued by this organization will be treated as final.

Encl: as above.

RAJESH KUMAR

Digitally signed by RAJESH KUMAR
Date: 2021.03.19 16:37:53 +05'30'

(Rajesh Kumar)
Senior Personnel Officer/WP
for Chief Administrative Officer/WP

Annexure 'A'

Option form of Workshop Projects Organisation Patna and other Projects

Affix recent passport Size photograph duly attested by gazetted officer

(Ref: WP/Option/NG/B&K dated-19.03/2021)

1. Name (In capital letters) :
2. Father's Name/Husband's Name :
3. Designation :
4. Department :
5. Option for (WPO/Patna or KRNT, TPTY, BSL, KGP, BPL etc Project :
   (Note: Applicant can give more than one option in descending order of preference)
6. P.F. No./NPS No. :
7. Present Place of posting :
8. Name, Designation & CUG No. of Controlling Officer :
9. CUG No. & Fax No. of GM, DRM, HOD etc. :
10. Substantive grade & Level :
11. Officiating grade & Level :
12. Date of birth :
13. Date of appointment :
14. Source of recruitment :
15. Educational Qualification :
16. Technical Qualification :
17. Knowledge of computer (Compulsory for Level 2 & Above) :
18. Other Experience :
19. Whether UR/OBC/SC/ST :
20. Awards and Punishments (for last three years) :
21. 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