



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



No. WP/Option/NG/B&K

Dated:-19.03.2021

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.

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.**

S N	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	

- 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 own requirements and adjudging their working knowledge & 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 serve basis' until desired vacancies are filled up. Even after acceptance, the decision of the competent authority will be final in all cases of repatriation at a later stage whether on administrative ground or on request of employee concerned. All staff will retain their lien and seniority in their parent/original cadres.

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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)
Senior Personnel Officer/WP
for Chief Administrative Officer/WP

Copy forwarded for information and necessary action:-

- ✓ 01. Secy o CAO/WP for kind information of CAO/WP.
02. CME/WP.
03. SSE/IT/WP- for uploading in WPO/Site.

RAJESH
KUMAR
for Chief Administrative Officer/WP

Digitally signed by
RAJESH KUMAR
Date: 2021.03.19
16:42:06 +05'30'

Option form of Workshop Projects Organisation Patna and other Projects

(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. :

Affix recent
passport
Size photograph
duly attested by
gazetted officer

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