

FAQ's on "Online Application Portal"

1. How to Access the "**Online Application Portal**" ?

The online application web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Railnet website of Southern Railway**.

The URL of the same is **www.srhqpb.in**

2. What is the use of "**Online Application Portal**"?

The vacancies/notifications for filling up of Posts controlled by HQrs., both Gazetted and Non-Gazetted, will be available in this portal. Eligible Employees who wish to apply in response to these notifications can apply for the same "Online" through the relevant option available.

3. How to apply for the notified vacancies / selection ?

The detailed steps for applying '**on line**' is available in the web portal against each notification under the heading "Instructions to Applicant".

4. What is the "Time frame" for applying online?

The "Opening date" and "Closing date" are mentioned against each notification and employee has to complete his / her final submission within the specified "Time frame".

5. What's the role of an employee part for "Registering Online Application"?

Employees who wish to apply in response to these notifications can apply for the same "Online" through the relevant option available. After filling up all the details employee has to check the declaration option and pressing "Register" button his/her application will be registered.

Note:

Once registered the employee cannot modify the details entered by him/her in relation to that notification. So please ensure that all details filled are correct.

6. What's the role of an employee after registering on "**Online Application**" ?

After registering and filling all the required details, he/she has to download the entire application in PDF from the portal and can be saved to a disk/drive locally. A printout of the same should be taken. In the printed copy of the application after signing at the prescribed space, paste the Passport size photograph in the space provided. The signed application should be forwarded by the concerned "Controlling Supervisor"/ "Officer" by affixing his signature and seal at the prescribed space provided

7. What's the role of the Supervisor on "**Online Application**"?

No Username /Password is assigned to the supervisor, as the printed copy of the application is forwarded by supervisor by affixing his signature. There role of Supervisor is limited only to attest/forward the printed copy of the application downloaded from the portal. The supervisor may facilitate the employees to "Upload the signed application along with the relevant documents like Copy of Community Certificate and Copy of Educational Qualifications / Technical Qualifications as a **Single PDF Document**"

8. How can an employee check the status of his application?

The status of the application can be viewed any time by clicking on the click here option under "Check Application Status". On pressing, the employee will be prompted to enter "Application No: & DOB" or "IPAS No: & DOB" combination to log in. Once you enter the required details you will be allowed to login to verify the status of your application

- 9.** What will happen if an employee has registered his application online, but not downloaded the same?

His application will not be considered further. The process of online application is complete only if he **uploads** the Application along with required enclosures duly forwarded by the concerned "Controlling Supervisor"/ "Officer"

- 10.** What will happen if an employee has registered his application online, but not uploaded the same after getting it forwarded by the Supervisor?

Same as in 9 above.

- 11.** What is the maximum size of PDF file that can be uploaded?

The maximum size of PDF file that can be attached is presently restricted to 4MB. So scan the pages in lower resolution (eg 100 dpi) to get smaller files.

- 12.** Can an employee apply online before the "Opening date"?

It is not possible to apply online before the "Opening date" mentioned against each notification since the link for applying online will be enabled only at the "Date &Time" mentioned in the notification.

- 13.** Can an employee upload his forwarded application online after the "Closing date"?

It is not possible to upload online after the "Closing date" mentioned against each notification since the link for "Uploading Signed Application" will be disabled at the "Date &Time" mentioned in the notification. Hence please ensure to complete his / her final submission within the specified "Time frame".

- 14.** What will be role of "Dealers" of Divisional/Unit level?

The "Online application" portal has the facility to verify, reject, approve and forward the applications to HQ by processing it at 3 levels "Dealing Clerk (DC1) --- Ch.OS/OS (DC2) – Cadre Officer (DA)" in the concerned Division/Unit. The unit level dealers has the facility to download the details of all applicants irrespective of the status of application in Excel format by clicking on the "Click here to download Excel" option available under "Total Apps" menu after they login into the Portal with the userid's already provided through the "Admin" menu and duly selecting the respective notification from their "Dash Board".

Further the downloaded excel file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the portal along with the covering letter using the option "Division Upload" available.

- 15.** What will be role of "Dealers" in HQ?

The "Online application" portal has the facility to verify, reject, approve the applications at HQ received from the units by processing it at 3 levels "HQ Dealing Clerk (HC1) --- HQ Ch.OS/OS (HC2) – HQ Cadre Officer (HA)". The HQ level dealers has the facility to download the details of all applicants irrespective of the status of application in Excel format by clicking on the "Click here to download Excel" option available under "Total Apps" menu after they login into the Portal with the userid's already provided through the "Admin" menu and duly selecting the respective notification from their "Dash Board".

Further they can download the excel file/covering letter, using the option available in the Report by clicking on "Download" option against respective unit if the same has been uploaded by the Division/Units in the portal.