

## Selection for the Post of Staff Car Driver Tech Gr.III, Level-2

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### Guidelines for the employees to fill up the online application

1. The online application for Selection for the Post of  
is available at [www.srhqpb.in](http://www.srhqpb.in) from 10.10.2022 to 31.10.2022.  
The link for the web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Railnet website of Southern Railway**.
2. The detailed instructions for applying 'on line' is also available in the web portal.

### Steps for filling on line Application form

- i. Employees has to Click on "Apply here" for 'Registering' their application online.

#### Notifications

S.No.	Notification No.	Subject	Opening Date	Closing Date	Instructions to Applicant	Registration	Upload signed Copy	Check Application Status
1	22004	Filling up of Vacancies for the post of Staff Car Driver. Tech Gr.III in Pay Matrix Level-2 in Headquarters Office / Operating Department HQ/MAS	16/10/2022	31/10/2022	<a href="#">Download</a>	<a href="#">Apply Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>

- ii. **Basic Details:**

### Application form for the post of **Staff Car Driver Tech Gr.III, Level-2**

**Basic Details** | Initial Appointment Details | Present Posting Details | Other Details

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Basic Details

IPAS Employee No. (11-digit)	HRMS ID
<input type="text"/>	<input type="text"/>
Name of the Employee	Father Name
<input type="text"/>	<input type="text"/>
Date of Birth	Date of Appointment
<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>
Gender	
<input checked="" type="radio"/> Male <input type="radio"/> Female	
Community	AADHAAR No
<input checked="" type="radio"/> UR <input type="radio"/> OBC <input type="radio"/> SC <input type="radio"/> ST	<input type="text"/>
Mobile No/Whatsapp No.	e-mail ID
<input type="text"/>	<input type="text"/>

Employees has to fill up his "Basic Details" in this. It is mandatory and hence all the columns are needs to be filled. On filling up the details press "Next". A pop-up window will display the details as entered by the employee. Click on close to proceed to next tab - "Initial Appointment Details"

## Initial Appointment Details

Basic Details	<b>Initial Appointment Details</b>	Present Posting Details	Other Details
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Initial Appointment Details

<b>Initial Division/UNIT</b> Select Division/Unit	<b>Initial Department</b> Select Department
<b>Initial Designation</b> Designation ...	<b>Initial Pay Level / GP</b> Select Pay Level
<b>Initial Office /Section</b>	<b>Initial Station</b>

Previous Next

Employees has to fill up his “Initial Appointment Details” in this. It is mandatory and hence all the columns are needs to be filled. On filling up the details press “Next”. A pop-up window will display the details as entered by the employee. Click on close to proceed to next tab - “Present Posting Details”

### iii. Present Posting Details:

#### Application form for the post of **IN**structor

Basic Details	Initial Appointment Details	<b>Present Posting Details</b>	Other Details
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Present Posting Details

[Substantive Details](#)

<b>Date of Entry into current Grade</b> dd-mm-yyyy	<b>Division/Unit</b> Select Division/Unit
<b>Department</b> Select Department	<b>Designation</b> Designation ...
<b>Pay Level</b> Select Pay Level	<b>Basic Pay</b>
<b>Office / Section</b>	<b>Station</b>
<b>Railway No</b>	
<b>Whether Present Post is Ex-Cadre Post</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Whether worked in Excadre Post previously</b> <input type="radio"/> Yes <input checked="" type="radio"/> No

Previous Next

Employees has to fill up his “Present Posting Details”. It is mandatory and hence all the columns are needs to be filled. In case if the employee is working in “Ex-cadre” then by selecting “Yes” in the “**Whether Present Post is Ex-Cadre Post**”, the following details needs to be filled up before proceeding to next option “**Whether worked in Ex-cadre Post previously**”.

<b>Whether Present Post is Ex-Cadre Post</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Whether worked in Excadre Post previously</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<a href="#">Officiating (Ex-Cadre) Details</a>	
<b>Officiating Division/Unit</b> <input type="text" value="Select Division/Unit"/>	<b>Officiating Department</b> <input type="text" value="Select Department"/>
<b>Officiating Designation</b> <input type="text" value="Designation ..."/>	<b>Officiating Pay Level</b> <input type="text" value="Select Pay Level"/>
<b>Officiating Basic Pay</b> <input type="text"/>	<b>Officiating Office / Section</b> <input type="text"/>
<b>Officiating Station</b> <input type="text"/>	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	

In case if the employee has worked in “Ex-cadre” post previously then by selecting “Yes” in the “**Whether worked in Excadre Post previously**”, the following details needs to be filled up before proceeding to next option.

Click on close to proceed to next tab - “Other Details”

iv. **Other Details:**

Application form for the post of **Staff Car Driver Tech Gr.III, Level-2**

Basic Details	Initial Appointment Details	Present Posting Details	Other Details
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Other Details

**Education / Technical Qualification**

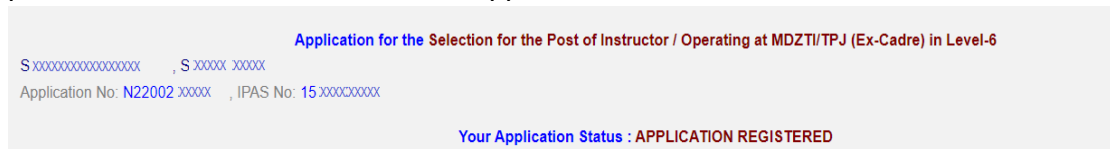
Multiple Degrees & other Courses may be entered and separated by comma (i.e., BA, MA, Dip. in PM)

<b>Date of Issue of Heavy Vehicle Licence</b> <input type="text" value="dd-mm-yyyy"/>	<b>Expiry Date of Licence</b> <input type="text" value="dd-mm-yyyy"/>
<b>Details of Medical Examination Previously Passed</b> <input type="text"/>	<b>Experience in Driving</b> <input type="text"/>

I hereby declare that all conditions stipulated above notification are accepted and further declare that the particulars furnished above are correct and if it is proved to be false, my candidature may be summarily rejected.

Employees has to fill up his “Other Details”. It is mandatory and hence all the columns are needs to be filled.

Employees has to check the declaration option and pressing “Register” button, will proceed to “Click here to download Application” Screen



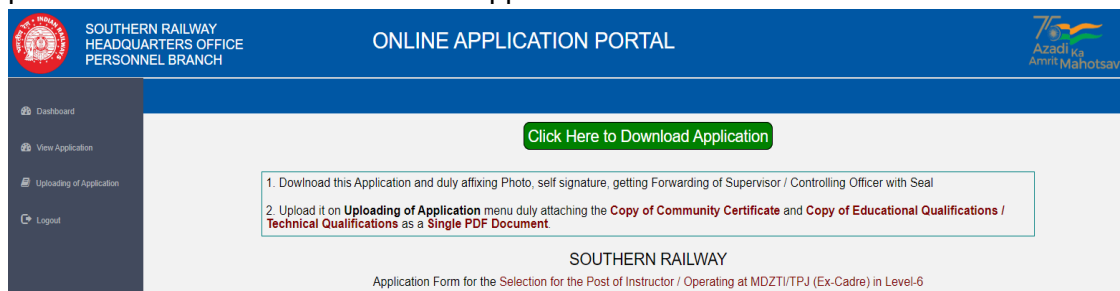
Your application for Selection for the Post of Instructor / Operating at MDZTI/TPJ (Ex-Cadre) in Level-6 is successfully registered and your Application Number is “N22002xxxxx”.

- The application has to be downloaded from the portal either by “Click here to download Application” Screen after pressing “Register” button

Or

by selecting “View application” menu on the left

Employees has to check the declaration option and pressing “Register” button, will proceed to “Click here to download Application” Screen



A printout of the same should be taken.

- In the “Printed Application” after signing, paste the Passport size photograph in the space provided duly attested by the “Supervisor”.
- Please get the application forwarded by the Supervisor in the space provided in the application.
- The status of the application can be viewed any time by clicking on the click here option under “Check Application Status ”

#### Notifications

S.No.	Subject	Opening Date	Closing Date	Instructions to Candidate	Registration	Upload signed Copy	Check Application Status
2	Selection for the Post of Instructor / Operating at MDZTI/TPJ (Ex-Cadre) in Level-6	01/10/2022	31/10/2022	Download	Apply Here	Click Here	Click Here

On pressing the same you will be prompted to enter “Application No: & DOB” or “IPAS No: & DOB” combination to log in.

Candidate Login

**Application No:**

**DOB:**

(OR)

**IPAS No:**

**DOB:**

- Once you enter the required details you will be allowed to login to verify the status of your application.

The screenshot shows the 'ONLINE APPLICATION PORTAL' for the Southern Railway Headquarters Office, Personnel Branch. The page title is 'Application for the Selection for the Post of Instructor / Operating at MDZTI/TPJ (Ex-Cadre) in Level-6'. The user's application number is N22002xxxxx and IPAS No is 15xxxxxx. The status is 'APPLICATION REGISTERED'. A progress bar shows the following stages: AS (green), SF (red), DC1 (red), DC2 (red), DA (red), HC1 (red), HC2 (red), and HA (red). A legend below the bar defines the stages: AS: APPLICATION REGISTERED, SF: SUBMITTED WITH FORWARDING OF SUPERVISOR, DC1: DIVISIONAL DEALER-1 VERIFIED, DC2: DIVISIONAL DEALER-2 VERIFIED, DA: DIVISIONAL AUTHORITY APPROVED, HC1: HQ DEALER-1 VERIFIED, HC2: HQ DEALER-2 VERIFIED, HA: HQ AUTHORITY APPROVED, RD: REJECTED BY DIVISION, and RQ: REJECTED BY HORS.

- Then the completed application along with the **the Copy of Community Certificate and Copy of Educational Qualifications / Technical Qualifications as a Single PDF Document** should be scanned and uploaded by in the portal in PDF format as a single file by the employee before 31.10.2022, by selecting "Uploading of Application" menu option on the left.

The screenshot shows the 'Upload the Application after getting forwarding of Supervisor' form. It includes fields for: Name of Supervisor / Controlling Officer, Designation, Office & Station, Mobile No, Office Contact No, Upload signed copy of Application (with a 'Choose File' button), and Remarks. There are 'Submit' and 'Reset' buttons at the bottom.

Please click on the "Choose File" button and in the popup window, select the scanned PDF file (Application + Educational Qualifications / Technical Qualifications + Community Certificate (If applicable)). Then fill up the remarks field and press "Submit" button.

9. Once the application is submitted, the status of the application is changed from "Application Registered" to "Submitted with Forwarding of Supervisor". This can be seen from the employee "Dashboard" itself.
10. Willing employees should follow the Guidelines and must ensure that all the particulars have been filled up completely and correctly.
11. The portal to upload the applications by the employees will be open upto 31.10.2022 and no further correspondence in this connection will be entertained.

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