

Selection for the Post of xxxxxxxxxxxx xxxxxxxx

Guidelines for the employees to fill up the online application

1. The online application for Selection for the Post of - - - - -
www.srhqpb.in from to . 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.

- ii. **Basic Details:**

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"

- iii. **Initial Appointment Details**

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"

- iv. **Present Posting Details:**

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", all the details needs to be filled up before proceeding to next option "Whether worked in Ex-cadre Post previously".

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

On completing all the fields in "Present Posting details" press "Next". A pop-up window will display the details as entered by the employee. Click on close to proceed to next tab - "Other Details"

- v. **Other Details:**

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.

Note:

Once registered the employee cannot modify the details entered by him. So ensure that all details filled are correct.

Your application for Selection for the Post of **XXXXXXXXXXXX XXXXXX** is successfully registered and your Application Number is "**XXXXXXXXXXXX**".

3. 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

A printout of the same should be taken.

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

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

7. Once you enter the required details you will be allowed to login to verify the status of your application.
8. 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 closing date, by selecting "Uploading of Application" menu option on the left.

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. Employees can also download/print an "Acknowledgement" for having submitted the application after he/she has uploaded the application.
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 closing date and no further correspondence in this connection will be entertained.