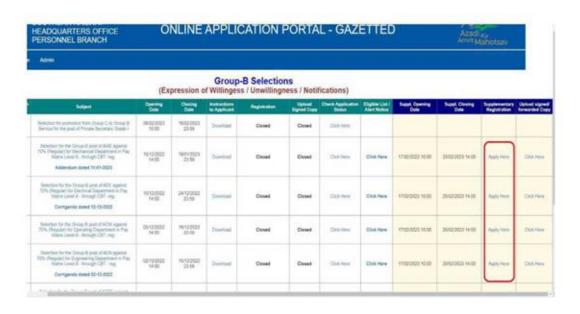
Instructions to Candidates applying for Supplementary Exams

- Go to <u>www.srhqpb.in</u>. 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.
- Click Group B PS/GR-I Willingness/Unwillingness Notifications to navigate to the Gazetted notifications.
- Online Application Process has two steps.
 - a. Application Registration
 - b. Uploading of scanned Application with necessary attachment
- 4. Application process will be completed only if scanned copy of the application duly forwarded by controlling officer and attaching mandatory documentary proof etc., is uploaded in the website.
- 5. Click <u>Apply Here</u> under <u>Supplementary Registration</u> for registering for PS/GR-I supplementary exam online.



6. This will take you to the registration webpage

Application form for the Supplementary Exam - Post of PS Gr-I

IPAS Employee No. (11-digit)		Go
	the IPAS No.	

7. Employee has to enter 11-digit IPAS emp No. and Click Go to fetch his/her details

Application form for the Supplementary Exam - Post of PS Gr-I

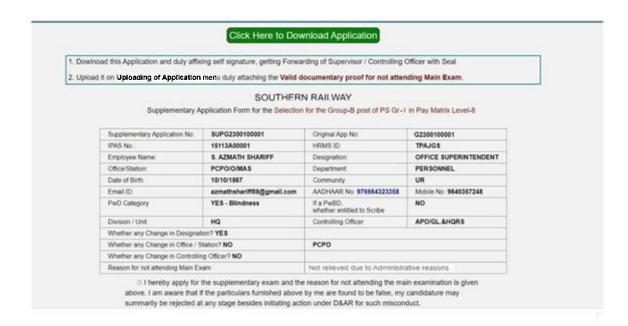
Application No:	G2300100001	IPAS No.:	15113A00001		
HRMS ID:	TPAJGS	Employee Name:	S. AZMATH SHARIFF		
Designation:	OFFICE SUPERINTENDENT	Office/Station:	PCPO/O/MAS		
Date of Birth	10/10/1987	Community	UR		
Department	PERSONNEL	Division / Unit	HQ		
Email ID:	azmathshariff88@gmail.com	AADHAAR No. 976664323358	Mobile No: 9840357248		
PwD Category	NO	If a PwBD, whether entitled to Scribe	NO		
Controlling Officer	APOIGL SHORS				
Whether any Change in Designation? * Yes No		Einer New Designation			
Whether any Change i	n Office / Station				
Whether any Change i	n Controlling Officer				
Reason for not attending Main Exam - Select the appropriate reason		3. Any other reason which is beyond the control of the employee - Specifi 💌			
		Maximum 250 CharaCriss			
		*- Atlach scanned copy of additional sheets if necessary			
		*- Attach documentary proof along with the application in support of the claim			

8. Employee has to fill the details if there is any change in Designation or Office / Station or Controlling Officer by Clicking **YES** against respective option. After filling the same in case of any changes, then the employee should give the reasons for not attending the Main exams.

Employee should select appropriate reason from the available drop down list.



- a. If any other Reason (i.e. 3rd option) is selected, then employee has to mention the same in textbox with maximum of 250 characters.
- b. In case if the content of other reasons is beyond 250 characters, the same may be attached as a separately as scanned document along with the Application and any other documentary Proof.
- 10. On Successful registration, the filled Application Form is to be downloaded as PDF file. On the printed application form affix your signature in the space provided. Then get it forwarded by the concerned supervisor / controlling officer thereon.



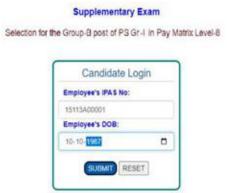
11. Once Signed and obtaining of Forwarding of Supervisor / Controlling Officer, the same has to be uploaded along with the necessary documentary proof etc., as a single PDF file through the Menu "Uploading of Application" available on the left, duly filling the necessary details regarding Name, designation, office & station etc.,

		** Supplementary Exam **				
na Agentuatura		Selection for the Group-8 post of PS Gr-I. In Pay Matrix Level-8				
making of Assistance		Upload the Application after getting forwarding of Supervisor				
me :						
	Name of Supervisor/ Controlling Officer	Cesignation				
	Office & Station	Mabile No				
	Office Contact No					
	Uplical signed copy of Application	Choose File 1to the chusen				
	Remarks					
	_					

12. If application session "Time-out" occurred or logged out also, after downloading the application, Employee can upload the application later by Clicking link under "Upload Signed/Forwarded Copy" against respective notifications available on the Group-B selections



13. In that case the Employee has to enter 11-Digit IPAS Employee No. and DOB for login .



After successful login, the employee has Upload the application duly signed by the Controlling Supervisor/Officer as explained in Sl.no 11 along with the documentary proof wherever applicable, has to be scanned as a single PDF file and uploaded through the Menu "Uploading of Application" available on the left.