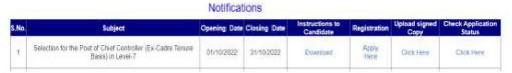
## Guidelines for the employees to fill up the online application

- 1. The online application for Selection for the Post of Chief Controller (Ex-Cadre Tenure Basis) in Level-7 www.srhqpb.in from 01.10.2022 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.

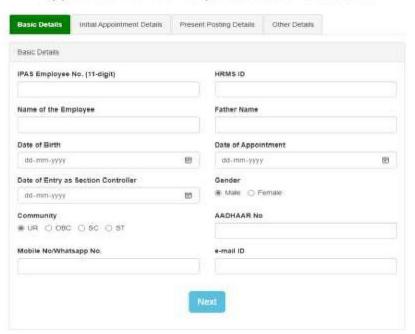
#### Steps for filling on line Application form

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



ii. Basic Details:

Application form for the post of Chief Controller



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 popup 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

# Application form for the post of Chief Controller

| nitial Appointment Details | Initial Department     |  |  |
|----------------------------|------------------------|--|--|
| Select Division/Unit       | Select Department      |  |  |
| nitial Designation         | Initial Pay Level / GP |  |  |
| Designation                | Select Pay Level       |  |  |
| nitial Office /Section     | Initial Station        |  |  |
|                            |                        |  |  |

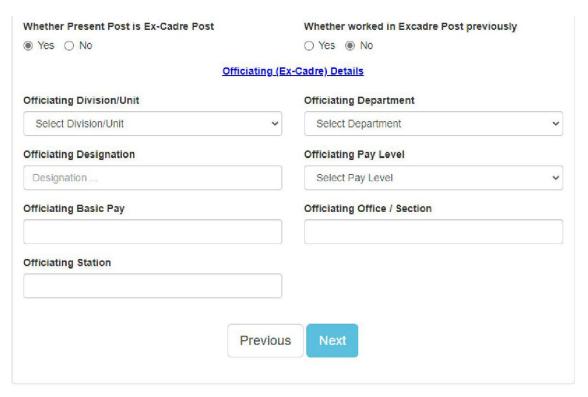
Employees has to fill up his "Initial Appointment Details" in this. It is mandatory and hence all the columns are needs to be filled. On filling up the details press "Next". A pop-up window will display the details as entered by the employee. Click on close to proceed to next tab - "Present Posting Details"

## iv. Present Posting Details:

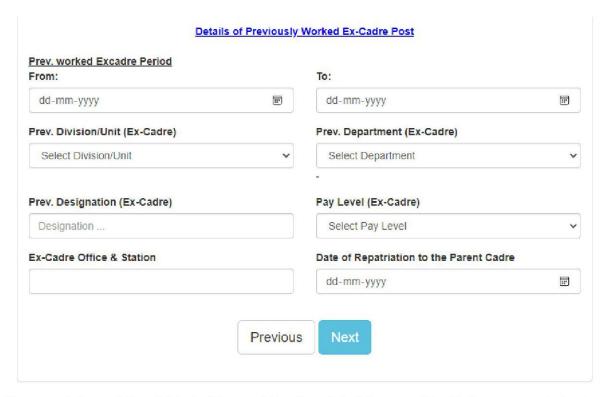
Application form for the post of Chief Controller

| Present Posting Details                        |            |                                                    |  |
|------------------------------------------------|------------|----------------------------------------------------|--|
|                                                | Substantiv | ve Details                                         |  |
| Date of Entry into current Grade               |            | Division/Unit                                      |  |
| dd-inm-yyyy 53                                 |            | Select Division/Unit                               |  |
| Department                                     |            | Designation                                        |  |
| Select Department 🕶                            |            | Designation                                        |  |
| Pay Level                                      |            | Basic Pay                                          |  |
| Select Pay Level                               | ¥          |                                                    |  |
| Office / Section                               |            | Station                                            |  |
| Railway No                                     |            |                                                    |  |
| Whether Present Post is Ex-Cadre Post  Yes  No |            | Whether worked in Excadre Post previously  Yes  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".



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.



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:

# Application form for the post of Chief Controller

| Other Details                          |                          |                                    |                                                 |      |  |
|----------------------------------------|--------------------------|------------------------------------|-------------------------------------------------|------|--|
|                                        |                          |                                    |                                                 |      |  |
| Education Qualification                |                          |                                    |                                                 |      |  |
|                                        |                          | Do You Have K                      | (nowledge in Computer?                          |      |  |
| Multiple Degrees & other               | Courses may be ente      | ○ Yes   No                         |                                                 |      |  |
| separated by comma (i.e.               |                          | eu anu                             |                                                 |      |  |
|                                        |                          |                                    |                                                 |      |  |
| Do You Have Proficiency in Hindi?      |                          | Language Opt                       | Language Option for Question Paper              |      |  |
| Yes No                                 | res                      |                                    | ● English ○ Hindi                               |      |  |
| No. of Awards received in Last 5 Years |                          | No. of Penaltie                    | No. of Penalties under D&A Rules imposed in the |      |  |
|                                        |                          | last 5 years                       | last 5 years                                    |      |  |
|                                        |                          |                                    |                                                 |      |  |
|                                        |                          |                                    |                                                 |      |  |
|                                        |                          |                                    |                                                 |      |  |
| ☐ I hereby declare that                | t all conditions stipula | ed above notification are acce     | pted and further declare that                   | at   |  |
|                                        | above are correct and    | if it is proved to be false, my ca | andidature may be summa                         | rily |  |
| rejected.                              |                          |                                    |                                                 |      |  |
|                                        | Previo                   |                                    |                                                 |      |  |
|                                        |                          | us Register Res                    |                                                 |      |  |

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 Chief Controller (Ex-Cadre Tenure Basis) in Level-7 is successfully registered and your Application Number is "N22001xxxxx".

3. The application has to be downloaded from the portal either by "Click here to download Application" Screen after pressing "Register" button

Qı

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"



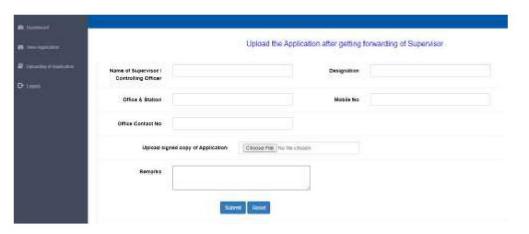
On pressing the same you will be prompted to enter "Application No: & DOB" or "IPAS No: & DOB" combination to log in.



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 31.10.2022, 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.
- 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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