

Selection for the Post of Instructor / Operating at MDZTI/TPJ (Ex-Cadre) in Level-6

Guidelines for the employees to fill up the online application

1. The online application for Selection for the Post of Instructor / Operating at MDZTI/TPJ (Ex-Cadre) in Level-6 is available at 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.

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

- ii. **Basic Details:**

Application form for the post of INstructor

Basic Details

Initial Appointment Details

Present Posting Details

Other Details

Basic Details

IPAS Employee No. (11-digit)

HRMS ID

Name of the Employee

Father Name

Date of Birth

Date of Appointment

Gender
☒ Male ☐ Female

Community
☒ UR ☐ OBC ☐ SC ☐ ST

AADHAAR No.

Mobile No/Whatsapp No.

e-mail ID

Next

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**

Application form for the post of **INstructor**

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

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

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”

iv. **Present Posting Details:**

Application form for the post of **INstructor**

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

[Substantive Details](#)

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

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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**”.

Whether Present Post is Ex-Cadre Post <input checked="" type="radio"/> Yes <input type="radio"/> No	Whether worked in Excadre Post previously <input type="radio"/> Yes <input checked="" type="radio"/> No
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[Officiating \(Ex-Cadre\) Details](#)

Officiating Division/Unit <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select Division/Unit ▼</div> Officiating Designation <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Designation ...</div> Officiating Basic Pay <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div> Officiating Station <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>	Officiating Department <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select Department ▼</div> Officiating Pay Level <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select Pay Level ▼</div> Officiating Office / Section <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>
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Previous
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.

[Details of Previously Worked Ex-Cadre Post](#)

<u>Prev. worked Excadre Period</u>	
From: <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">dd-mm-yyyy </div>	To: <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">dd-mm-yyyy </div>
Prev. Division/Unit (Ex-Cadre) <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select Division/Unit ▼</div>	Prev. Department (Ex-Cadre) <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select Department ▼</div>
Prev. Designation (Ex-Cadre) <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Designation ...</div>	Pay Level (Ex-Cadre) <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select Pay Level ▼</div>
Ex-Cadre Office & Station <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>	Date of Repatriation to the Parent Cadre <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">dd-mm-yyyy </div>

Previous
Next

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 **INstructor**

Basic Details	Initial Appointment Details	Present Posting Details	Other Details
Other Details			
Education Qualification <input type="text"/> <small>Multiple Degrees & other Courses may be entered and separated by comma (i.e., BA, MA, Dip. in PM)</small>		Do You Have Knowledge in Computer? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Do You Have Proficiency in Hindi? <input type="radio"/> Yes <input checked="" type="radio"/> No		Language Option for Question Paper <input checked="" type="radio"/> English <input type="radio"/> Hindi	
No. of Awards received in Last 5 Years <input type="text"/>		No. of Penalties under D&A Rules imposed in the last 5 years <input type="text"/>	
<input type="checkbox"/> 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.			
<input type="button" value="Previous"/>		<input type="button" value="Register"/>	<input type="button" value="Reset"/>

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

Application for the Selection for the Post of Instructor / Operating at MDZTI/TPJ (Ex-Cadre) in Level-6

Application No: N22002XXXXX IPAS No: 15XXXX00000

Your Application Status : APPLICATION REGISTERED

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 “N22002xxxxxx”.

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

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.

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 ”

Notifications

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2.	Selection for the Post of Instructor / Operating at MDZT/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)

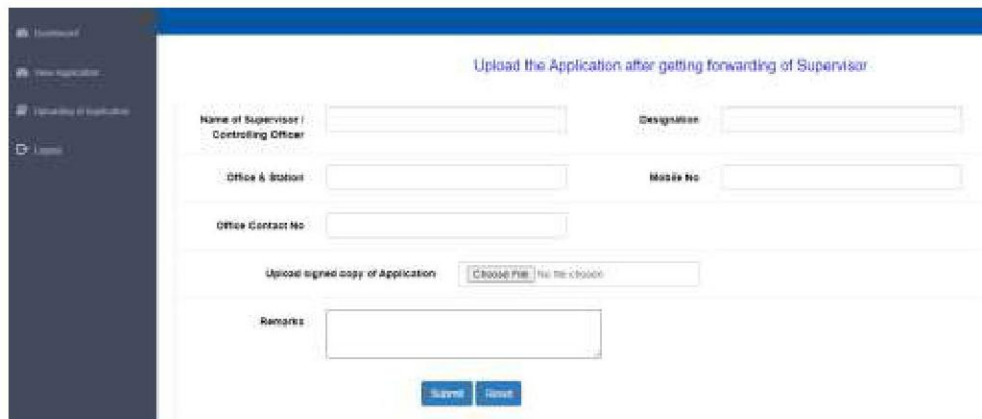
IPAS No:

DOB:

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.



The screenshot shows a web portal interface for uploading an application. On the left is a dark sidebar with a menu containing 'Dashboard', 'View Application', 'Uploading of Application', and 'Logout'. The main content area has a blue header with the text 'Upload the Application after getting forwarding of Supervisor'. Below this, there are several input fields: 'Name of Supervisor / Controlling Officer', 'Designation', 'Office & Station', 'Mobile No.', and 'Office Contact No.'. There is a section for 'Upload signed copy of Application' with a 'Choose File' button and a 'No file chosen' text. Below that is a 'Remarks' text area. At the bottom are 'Save' and 'Reset' buttons.

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.
