

## Selection for the Post of Lab Superintendent In Level-6 of 7<sup>th</sup> CPC Pay Matrix for service staff in the Medical Department – reg.

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

1. The online application for Selection for the Post of Lab Superintendent In Level-6 of 7<sup>th</sup> CPC Pay Matrix for service staff in the Medical Department is available at [www.srhqpb.in](http://www.srhqpb.in) from 10.10.2022 to 10.11.2022. 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
3	22003	Selection for the Post of Lab Superintendent In Level-6 of 7 <sup>th</sup> CPC Pay Matrix for service staff in the Medical Department - reg.	10/10/2022	10/11/2022	Download	<a href="#">Apply Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>

- ii. **Basic Details:**

### Application form

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

Community

AADHAAR No

e-mail ID

Mobile No/Whatsapp No.

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**

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

<b>Initial Division/UNIT</b>	<b>Initial Department</b>
<input type="text" value="Select Division/Unit"/>	<input type="text" value="Select Department"/>
<b>Initial Designation</b>	<b>Initial Pay Level / GP</b>
<input type="text" value="Designation ..."/>	<input type="text" value="Select Pay Level"/>
<b>Initial Office /Section</b>	<b>Initial Station</b>
<input type="text"/>	<input type="text"/>

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:**

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

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
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**Officiating (Ex-Cadre) Details**

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

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

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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:**

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

**Education Qualification**

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

**Do You Have Knowledge in Computer?**

☐ Yes ☒ No

**Do You Have Proficiency in Hindi?**

☐ Yes ☒ No

**Language Option for Question Paper**

☒ English ☐ Hindi

**No. of Awards received in Last 5 Years**

**No. of Penalties under D&A Rules imposed in the last 5 years**

☐ 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.

Previous

**Register**

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 MDZI/TPJ (Ex-Cadre) in Level-6**

S XXXXXXXXXX , S XXXXX XXXXX

Application No: N22002 XXXXX , IPAS No: 15 XXXXXXXXXX

**Your Application Status : APPLICATION REGISTERED**


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

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



SOUTHERN RAILWAY  
HEADQUARTERS OFFICE  
PERSONNEL BRANCH

ONLINE APPLICATION PORTAL



- Dashboard
- View Application**
- Uploading of Application
- Logout

**Click Here to Download Application**

1. Download this Application and duly affixing Photo, self signature, getting Forwarding of Supervisor / Controlling Officer with Seal

2. Upload it on **Uploading of Application** menu duly attaching the **Copy of Community Certificate** and **Copy of Educational Qualifications / Technical Qualifications as a Single PDF Document**

SOUTHERN RAILWAY

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



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

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	<a href="#">Download</a>	<a href="#">Apply Here</a>	<a href="#">Click Here</a>	<a href="#">Click Here</a>

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.

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HEADQUARTERS OFFICE  
PERSONNEL BRANCH**

**ONLINE APPLICATION PORTAL**

- [Dashboard](#)
- [View Application](#)
- [Uploading of Application](#)
- [Logout](#)

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

S: xxxxxxxx, S: xxxxxx  
 Application No: N22002xxxxx, IPAS No: 15xxxxxxxxxxx

Your Application Status : APPLICATION REGISTERED

AS

SF

DC1

DC2

DA

HC1

HC2

HA

**Status Description**

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

RQ: REJECTED BY HQRS

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 application interface with a dark blue sidebar on the left containing navigation links: '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 is a form with several input fields: 'Name of Supervisor / Controlling Officer', 'Designation', 'Office & Station', 'Mobile No', and 'Office Contact No'. There is also a section for 'Upload signed copy of Application' with a 'Choose File' button and the text 'No file chosen'. A 'Remarks' text area is located below the file upload section. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

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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