

INSTRUCTIONS FOR ONLINE APPLICATIONLink for applying online -www.srhqpb.in**Instructions to Candidates: -**

- (i) The willing Retired staff will have to click on the link. The link will lead to the application format in which the Retired staff needs to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the Retired staff is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the Retired staff will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the Retired staff and they should download and take a print of the filled in application from the portal in PDF format.
- (iv) In the print out, latest photograph of the staff should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) **The application completed in all respect, PPO Copy & any other relevant documents viz., Copy of Service Certificate, Last Pay Slip etc., in PDF format should be scanned and uploaded in the portal.**
- (vi) Retired staff can thereafter login either by using PPO Number or “Application number & date of birth” for uploading above scanned copies by using the “Upload the application” option in the portal.
- (vii) Retired staff can also download acknowledgement for the submission of his/her application. The Retired staff may use the unique application number to check the status of his application/ instructions later on.
- (viii) For any assistance required with regard to the above **Smt. K.V.Balapavathy, AFA/Admn** may be contacted in the mobile number **9003060111 during office hours.**



कृते प्रविस/चित्री/ for PFA/MAS