

INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online - www.southernrailway.gov.in/srhqpb/home ->

Instructions to Candidates: -

- (i) The willing Retired Non-Gazetted railway staff will have to click on the link (**Re-engagement of Retired Non-Gaz. Staff**). The link will lead to the application format in which the Retired Staff need 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 the staff 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 11-digit IPAS 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.Balaparvathy, AFA/Admin** may be contacted in **9003060111 during office hours**.