

**INSTRUCTIONS TO THE CANDIDATES FOR "ONLINE APPLICATION"**  
**FOR THE POST OF TRACTION LOCO CONTROLLER**  
**IN PAY MATRIX LEVEL-6 @ CENTRAL CONTROL / HQRS. OFFICE [EX.CADRE]**

Link for applying online <https://southernrailway.gov.in/srhqpb/home/>

- (i) The willing employees will have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the employee and the employee 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 employee should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor / official.
- (vi) The application completed in all respect duly forwarded by the Controlling supervisor / official, community certificate (for SC & ST only) & any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority approval.
- (vii) Employee can thereafter login either by using "IPAS number & date of birth" or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.
- (viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/ instructions later on.
- (ix) For any assistance required with regard to the above Chief S&W/T, M&E/ HQrs. may be contacted in Mobile Phone No.9003160626 or Railway Phone No. 22766 during office hours.
- (x) "ANNEXURE" to the Application Form for the post of Traction Loco Controller (TLC) SHOULD ALSO BE FILLED IN by the employees and SUBMITTED duly certified by the respective Controlling Officer and Personnel Officer.

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04/10/21