

INSTRUCTIONS TO THE CANDIDATES FOR "ONLINE APPLICATION"
FOR THE POST OF POWER 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&WI/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 POWER CONTROLLER (PRC) SHOULD ALSO BE FILLED IN by the employees and SUBMITTED duly certified by the respective Controlling Officer and Personnel Officer.**

