

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: SR-HQ0HR(SYST)/8/2022

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All Concerned

Sub : Forwarding of Applications in respect of Notifications issued by HQ through Online portal - reg.

Ref : PBC No. 150/2022

With a view to mitigate various difficulties faced in proper forwarding of applications to Headquarters in respect of notifications issued by Headquarters and as a part of system improvement, a Web based Online portal had been developed for submitting applications in response to all notifications issued by Headquarters in respect of Departmental selections etc. and detailed instructions for the same were issued vide PBC 150/2022.

The access to the online application was also provided to the Divisions/Units for scrutiny and forwarding but was restricted to officials granted user rights at three levels viz., Dealer(s), Personnel Officer and Divisional officer etc. The "Online application" portal has the facility to verify and thereafter reject/approve and forward the applications to HQ. This processing occurs at three levels - "Dealing Clerk (DC1) --- Ch. OS/OS (DC2) – Cadre Officer (DA)" in the concerned Division/Unit. The passwords and username were already advised to the concerned.

With a view to further streamline the process, it is now decided to **elevate the existing "DA level" users at Division/Unit to Admin level** users, thereby enabling them to create new users for "Level-1 , Level-2 & Level-3" based on the requirement for each notification to cater to the various sections in Personnel department.

An FAQ with regard to the Online Application Portal is also enclosed herewith.

This may be disseminated across the Unit to familiarize employees with the process and enable easy access and submission of applications.

Encl.: As above

(SIDDARTH S.K. RAJ)

Dy. Chief Personnel Officer/ IR & TRG.
for Principal Chief Personnel Officer

FAQ's on "Online Application Portal"

1. How to Access the "Online Application Portal" ?

The online application web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Railnet website of Southern Railway**.

The URL of the same is **www.srhqpb.in**

2. What is the use of "Online Application Portal"?

With a view to mitigate various difficulties faced in proper forwarding of applications to Headquarters in respect of notifications issued by Headquarters and as a part of system improvement, a Web based Online portal had been developed for submitting applications in response to all notifications issued by Headquarters in respect of Departmental selections etc. and detailed instructions for the same were issued vide **PBC 150/2022**. The vacancies/notifications for filling up of Posts controlled by HQrs., both Gazetted and Non-Gazetted and other notifications calling for applications etc., will be available in this portal. Eligible Employees who wish to apply in response to these notifications can apply for the same "Online" through the relevant option available.

3. How to apply in response to a notification?

The detailed steps for applying '**on line**' is available in the web portal against each notification under the heading "Instructions to Applicant".

4. What is the "Time frame" for applying online?

The "Opening date" and "Closing date" will be mentioned against each notification and employee has to complete his / her final submission within the specified "Time frame".

5. Can an employee apply online before the "Opening date"?

It is not possible to apply online before the "Opening date" mentioned against each notification since the link for applying online will be enabled only at the "Date &Time" mentioned in the notification.

6. Can an employee upload the duly forwarded application online after the "Closing date"?

It is not possible to upload online after the "Closing date" mentioned against each notification since the link for "Uploading Signed Application" will be disabled at the "Date &Time" mentioned in the notification. Hence please ensure to complete his / her final submission within the specified "Time frame".

7. What's the role of an employee for "Registering in Online Application"?

Employees who wish to apply in response to these notifications can apply for the same "Online" through the relevant option available. After filling up all the details employee has to tick the check box for the declaration option and click on the "Register" button. Thereafter his/her application will be registered.

Note:

Once registered the employee cannot modify the details entered by him/her in relation to that notification. So please ensure that all details filled are correct.

8. What's the role of an employee after "Registering on Online Application"?

After registering and filling all the required details, he/she has to download the entire application in PDF from the portal. This can be saved to a disk/drive locally also. A printout of the same should be taken. In the printed copy of the application after signing at the prescribed space, paste the Passport size photograph in the space provided wherever required. The signed application should then be **forwarded** by the concerned Controlling Supervisor/Officer by affixing his signature and seal at the prescribed space provided therein.

9. What's the role of the Supervisor on "Online Application"?

Role of Supervisor is limited only to attest/forward the printed copy of the application downloaded and printed from the portal. No Username /Password is assigned to the supervisor, as only the printed copy of the application is forwarded by supervisor by affixing his signature.

10. How to upload the scanned copy of the application?

The Portal has the facility to "Upload the signed application along with the relevant documents like Copy of Community Certificate and Copy of Educational Qualifications / Technical Qualifications as a **Single PDF Document only**". The employee will be prompted to enter "Application No: & DOB" or "IPAS No: & DOB" combination to log in. Once the requisite details are entered the employee can Upload the scanned of his/her application as mentioned above by selecting "Uploading of Application" menu option available.

11. What is the maximum size of PDF file that can be uploaded?

The maximum size of PDF file that can be attached is presently restricted to 4 MB. The documents to be uploaded are to be scanned in lower resolution (e.g. 100 dpi) to create smaller files.

12. What will happen if an employee has registered his application online, but not downloaded the same?

His application will not be considered further. The process of online application is complete only if he **uploads** the Application along with required enclosures duly forwarded by the concerned "Controlling Supervisor"/ "Officer".

13. What will happen if an employee has registered his application online, but not uploaded the same after getting it forwarded by the Supervisor?

Same as in 12 above.

14. How can an employee check the status of his application?

The status of the application can be viewed after submission by clicking on the "Check Application Status" tab. The employee will be prompted to enter "Application

No: & DOB” or “IPAS No: & DOB” combination to log in. Once the requisite details are entered the employee can verify the status of his/her application.

15. What will be role of “Dealers” of Divisional/Unit level?

The “Online application” portal has provided the facility at the Divisional/Unit level to verify and thereafter reject/approve and forward the applications to HQ by processing it at 3 levels “Dealing Clerk (DC1) --- Ch.OS/OS (DC2) – Cadre Officer (DA)” in the concerned Division/Unit.

16. What will be role of “Dealers” in HQ?

The “Online application” portal has provided the facility to verify and thereafter reject/approve the applications received from the units at the HQrs level by processing it at 3 levels “HQ Dealing Clerk (HC1) --- HQ Ch.OS/OS (HC2) – HQ Cadre Officer (HA)”.
