

The guideline to fill up the application are as follows:

- The notification calling for application for Scholarship will be uploaded in the web portal **www.srhqpb.in.** duly indicating the opening date 13.10.2023 and closing date 15.01.2024 for applying. The link for the web portal is available under the link **Personnel Department section of the Southern Railway** internet website and also in **Railnet website of Southern Railway.**
- Employee has to fill up all the columns without leaving any.
- The detailed instructions for applying 'on line' will also be available in the web portal. The employees will have to click on the appropriate link in the portal. The link will lead to a 'online form' in which the employee needs to fill up the required particulars.
- The application has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled can submit his/her application. Once the application is registered, the same should be downloaded from the portal in PDF format and a printout of the same should be taken.
- In the printout, the photograph of the Ward should be affixed in the space provided and after affixing the photograph, the employee should get the forwarding by the controlling officer, in the space provided in the application
- The completed application along with **Bonafide certificate** of the Educational Institution/College/University(**Annex-1**), **and copy of cancelled cheque bearing the name of the ward /1st page of Saving Bank Pass Book of the Ward** should be scanned and uploaded in the portal as one PDF file by the employee before 15.01.2024. After the last date of submission, the 'Online' portal for submission of application will not be available. (File size- 2 MB Maximum)
- The employee has to upload the scanned PDF file using 'Upload the application' available in the portal by providing the Application Number & Date of Birth or IPAS No. & Date of Birth of the employee.
- Once uploaded, the employee can check the status of the application in regular intervals.
- Wherever employees are not able to submit online applications, they are allowed to submit offline applications also (Downloaded from the website) and the same has to be submitted at respective Personnel Department and the same can be uploaded in the online portal by the Welfare Inspectors of the respective Personnel Department so that all the applications will be accounted and dealt in an effective way. This will avoid duplication of applications or will help finding the same easily.