

Instructions to Candidates applying for Supplementary Exams

1. Go to www.srhqpb.in . 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.
2. Click [Group B – PS/GR-I - Willingness/Unwillingness - Notifications](#) to navigate to theGazetted notifications.
3. Online Application Process has two steps.
 - a. Application Registration
 - b. Uploading of scanned Application with necessary attachment
4. Application process will be completed only if scanned copy of the application duly forwarded by controlling officer and attaching mandatory documentary proof etc., is uploaded in the website.
5. Click [Apply Here](#) under **Supplementary Registration** for registering for PS/GR-I supplementary exam online.

HEADQUARTERS OFFICE PERSONNEL BRANCH		ONLINE APPLICATION PORTAL - GAZETTED									
Admin											
Group-B Selections (Expression of Willingness / Unwillingness / Notifications)											
Subject	Opening Date	Closing Date	Instructions to Applicant	Registration	Upload Signed Copy	Check Application Status	Eligible List / Alert Notice	Start, Opening Date	Start, Closing Date	Supplementary Registration	Upload signed forwarded Copy
Selection for promotion from Group C to Group B Service for the post of Private Secretary (Trade)	08/12/2023 10:00	18/12/2023 23:59	Download	Closed	Closed	Click Here					
Selection for the Group-B post of JRE against 70% (Regular) for Mechanical Department in Pay Matrix Level-3 through CBT -1sg Advertisement dated 11-11-2023	10/12/2023 14:00	19/12/2023 23:59	Download	Closed	Closed	Click Here	Click Here	17/12/2023 10:00	26/12/2023 14:00	Apply Here	Click Here
Selection for the Group-B post of JRE against 70% (Regular) for Electrical Department in Pay Matrix Level-3 through CBT -1sg Candidates dated 13-12-2023	10/12/2023 14:00	19/12/2023 23:59	Download	Closed	Closed	Click Here	Click Here	17/12/2023 10:00	26/12/2023 14:00	Apply Here	Click Here
Selection for the Group-B post of JCN against 70% (Regular) for Operating Department in Pay Matrix Level-3 through CBT -1sg	09/12/2023 14:00	18/12/2023 23:59	Download	Closed	Closed	Click Here	Click Here	17/12/2023 10:00	26/12/2023 14:00	Apply Here	Click Here
Selection for the Group-B post of JCN against 70% (Regular) for Engineering Department in Pay Matrix Level-3 through CBT -1sg Candidates dated 23-12-2023	09/12/2023 14:00	19/12/2023 23:59	Download	Closed	Closed	Click Here	Click Here	17/12/2023 10:00	26/12/2023 14:00	Apply Here	Click Here

6. This will take you to the registration webpage

Application form for the Supplementary Exam - Post of **PS Gr-I**

IPAS Employee No. (11-digit)

Enter the IPAS No.

7. Employee has to enter 11-digit IPAS emp No. and Click Go to fetch his/her details

Application form for the Supplementary Exam - Post of **PS Gr-I**

IPAS Employee No. (11-digit)

Application No:	G2300100001	IPAS No.:	15113A00001
HRMS ID:	TPAJGS	Employee Name:	S. AZMATH SHARIFF
Designation:	OFFICE SUPERINTENDENT	Office/Station:	PCPO/OIMAS
Date of Birth:	10/10/1987	Community:	UR
Department:	PERSONNEL	Division / Unit:	HQ
Email ID:	azmathshariff88@gmail.com	AADHAAR No:	976664323358
		Mobile No:	9840357248
PwD Category:	NO	If a PwBD, whether entitled to Scribe:	NO
Controlling Officer:	APO/GL & HQRS		
Whether any Change in Designation? <input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Enter New Designation"/>		
Whether any Change in Office / Station <input type="radio"/> Yes <input checked="" type="radio"/> No			
Whether any Change in Controlling Officer <input type="radio"/> Yes <input checked="" type="radio"/> No			
Reason for not attending Main Exam - Select the appropriate reason:	3. Any other reason which is beyond the control of the employee - Specifi... <input type="text" value="Maximum 200 Characters"/> <small>*. Attach scanned copy of additional sheets if necessary *. Attach documentary proof along with the application in support of the claim.</small>		

I hereby apply for the supplementary exam and the reason for not attending the main examination is given above. I am aware that if the particulars furnished above by me are found to be false, my candidature may summarily be rejected at any stage besides initiating action under D&AR for such misconduct.

8. Employee has to fill the details if there is any change in Designation or Office / Station or Controlling Officer by Clicking **YES** against respective option. After filling the same in case of any changes, then the employee should give the reasons for not attending the Main exams.

9. Employee should select appropriate reason from the available drop down list.

Reason for not attending Main Exam - Select the appropriate reason

1. Not relieved due to Administrative reasons

Select Reason

1. Not relieved due to Administrative reasons

2. Sickness - Supported by Railway Medical Certificate

3. Any other reason which is beyond the control of the employee - Specify the reasons

I hereby apply for the supplementary exam and the reason for not attending

- a. If any other Reason (i.e. 3rd option) is selected, then employee has to mention the same in textbox with maximum of 250 characters.
- b. In case if the content of other reasons is beyond 250 characters, the same may be attached as a separately as scanned document along with the Application and any other documentary Proof.

10. On Successful registration, the filled Application Form is to be downloaded as PDF file. On the printed application form affix your signature in the space provided. Then get it forwarded by the concerned supervisor / controlling officer thereon.

[Click Here to Download Application](#)

1. Download this Application and duly affixing self signature, getting Forwarding of Supervisor / Controlling Officer with Seal

2. Upload it on **Uploading of Application menu** duly attaching the **Valid documentary proof for not attending Main Exam.**

SOUTHERN RAILWAY

Supplementary Application Form for the Selection for the Group-B post of PS Gr-I in Pay Matrix Level-8

Supplementary Application No.	SUPG2300100001	Original App No.	G2300100001
IPAS No.	15113A00001	HRMS ID.	TPAJGS
Employee Name:	S. AZMATH SHARIFF	Designation:	OFFICE SUPERINTENDENT
Office/Station:	PCPO/IMAS	Department:	PERSONNEL
Date of Birth	10/10/1987	Community	UR
Email ID:	azmathshariff86@gmail.com	AADHAAR No: 976664323358	Mobile No: 9840357248
PwD Category	YES - Blindness	If a PwD, whether entitled to Scribe	NO
Division / Unit	HQ	Controlling Officer	APO/GL&HQS
Whether any Change in Designation?	YES		
Whether any Change in Office / Station?	NO	PCPO	
Whether any Change in Controlling Officer?	NO		
Reason for not attending Main Exam	Not relieved due to Administrative reasons		

I hereby apply for the supplementary exam and the reason for not attending the main examination is given above. I am aware that if the particulars furnished above by me are found to be false, my candidature may summarily be rejected at any stage besides initiating action under D&AR for such misconduct.

11. Once Signed and obtaining of Forwarding of Supervisor / Controlling Officer, the same has to be uploaded along with the necessary documentary proof etc., as a single PDF file through the Menu “Uploading of Application” available on the left, duly filling the necessary details regarding Name, designation, office & station etc.,

12. If application session "Time-out" occurred or logged out also, after downloading the application, Employee can upload the application later by Clicking link under “Upload Signed/Forwarded Copy” against respective notifications available on the Group-B selections

Group-B Selections
(Expression of Willingness / Unwillingness / Notifications)

Subject	Opening Date	Closing Date	Instructions to Applicant	Registration	Upload Signed Copy	Check Application Status	Eligible List / Alert Notice	Suppl. Opening Date	Suppl. Closing Date	Supplementary Registration	Upload signed forwarded Copy
Selection for promotion from Group C to Group B Service for the post of Private Secretary (Grade I)	06/02/2023 10:00	06/02/2023 23:00	Download	Closed	Closed	Click Here					
Selection for the Group-B post of MEE against 75% (Regular) for Mechanical Department in Pay Matrix Level-8 - through CBT - req Advertisement dated 11-01-2022	10/12/2022 14:00	19/01/2023 23:59	Download	Closed	Closed	Click Here	Click Here	19/02/2023 10:00	29/02/2023 14:00	Apply Here	Click Here
Selection for the Group-B post of ACE against 70% (Regular) for Electrical Department in Pay Matrix Level-8 - through CBT - req Corrigenda dated 12-12-2022	10/12/2022 14:00	24/12/2022 23:59	Download	Closed	Closed	Click Here	Click Here	19/02/2023 10:00	29/02/2023 14:00	Apply Here	Click Here
Selection for the Group-B post of ADM against 70% (Regular) for Operating Department in Pay Matrix Level-8 - through CBT - req	03/12/2022 14:00	10/12/2022 23:59	Download	Closed	Closed	Click Here	Click Here	19/02/2023 10:00	29/02/2023 14:00	Apply Here	Click Here
Selection for the Group-B post of AEN against 75% (Regular) for Engineering Department in Pay Matrix Level-8 - through CBT - req Corrigenda dated 02-12-2022	02/12/2022 14:00	15/12/2022 23:59	Download	Closed	Closed	Click Here	Click Here	19/02/2023 10:00	29/02/2023 14:00	Apply Here	Click Here
Selection for the Group-B post of ASTE against 75% (Regular) for S&T Department in Pay Matrix Level-8 through CBT - Req	10/12/2022 10:00	15/12/2022 23:00	Download	Closed	Closed	Click Here	Click Here	19/02/2023 10:00	29/02/2023 14:00	Apply Here	Click Here

13. In that case the Employee has to enter 11-Digit IPAS Employee No. and DOB for login .

Supplementary Exam

Selection for the Group-B post of PS Gr-I in Pay Matrix Level-8



Candidate Login

Employee's IPAS No:
15113A00001

Employee's DOB:
10-10-1987

SUBMIT RESET

After successful login, the employee has Upload the application duly signed by the Controlling Supervisor/Officer as explained in Sl.no 11 along with the documentary proof wherever applicable, has to be scanned as a single PDF file and uploaded through the Menu “Uploading of Application” available on the left.