

INSTRUCTIONS FOR ONLINE APPLICATION

Annexure – 'B'

Link for applying online - www.srhqpb.in

Instructions to Candidates: -

- (i) The willing Retired Officers will have to click on the link. The link will lead to the application format in which the Retired Officers need to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the Retired Officers is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the Retired Officers will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the Retired Officers and the Officer 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 Officer should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) **The application completed in all respect, PPO Copy & any other relevant documents, should be scanned and uploaded in the portal.**
- (vi) Retired Officers can thereafter login either by using PPO Number or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.
- (vii) Retired Officers can also download acknowledgement for the submission of his/her application. The Retired Officers may use the unique application number to check the status of his application/ instructions later on.
- (viii) For any assistance required with regard to the above **Shri N.Sandesh Kumar, S&WI/PCPO/O/MAS** may be contacted in the mobile number **9790852863** during office hours.

D. I. Sutha