



भारतीय इतिहास अनुसंधान परिषद

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्तशासी संस्था)

INDIAN COUNCIL OF HISTORICAL RESEARCH

(An Autonomous Body Under the Ministry of Education, Government of India)

INSTRUCTIONS FOR FILLING ONLINE RECRUITMENT APPLICATION (ORA)

1. Candidates are advised to go through the detailed Advertisement available on the ICHR website before filling up the Application.
2. The academic page of ICHR Online Recruitment Application displays the available vacancies along with different links. For new Registration, click on "New Registration" link. Here, you will be required to enter mandatory fields of your personal details and set Password. After successful registration, a Registration ID of 15 alphanumeric characters will be allotted to you. This Registration ID and Password are required to be entered each time when you Login to the system for filling the Application. It is to be noted that only one Registration ID can be created using an e-mail ID. Further, candidates are advised to fill their correct and active e-mail address as any correspondence will be made by the ICHR through registered e-mail only.
3. You can view brief description of any post by clicking on the name of that particular post on the homepage.
4. Click on "Apply Now" against the post for which you wish to apply. Clicking on "Apply Now" link will take you to the Login page after reading and accepting the displayed instructions. Enter your Registration ID of 15 alphanumeric characters and Password. After successful login, various modules of ICHR Online Recruitment Application will be available for filling.

5. In case you have forgotten your Registration Id and Password, you can click on “Forgot Registration ID / Forgot Password” to recover the same after providing requisite details. Please ensure to enter correct details because entering wrong information multiple times will block your account for certain specified period.
6. If you are logging in by using “Already Registered” link during subsequent stages, your home page will display your active applications which can be edited or submitted by clicking the “Edit” link displayed in front of individual post(s). The finally submitted applications are listed under 'My Account [Finally submitted Application(s)]' link.

7. Online Recruitment Application Modules

- 7.1. Before closing any session, candidate must save the filled information by clicking ‘Save’ button to retain that information.
- 7.2. Applicants are required to upload supporting documents for various claims in Online Recruitment Application (Refer detailed advertisement). Applicants will have the option to upload Jpg, Jpeg, PDF Files (Maximum size limit for each file – 500 kb) of relevant documents.
- 7.3. The uploaded files must NOT be password protected.
- 7.4. If applicants are willing to upload multiple documents (or documents which are available in multiple pages) to substantiate a claim for which a single upload option is available, they can upload the same by merging all the documents as a single PDF File.
- 7.5. Uploaded photograph and signature must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected by the ICHR and no representation from the candidate will be entertained by the ICHR in this regard.
- 7.6. Here, the system displays all the information filled by the candidate in the Online Recruitment Application for verification at his/her end. The candidates are advised to check the details and satisfy themselves that all information is correctly filled. No changes to the information filled by the candidates will be allowed at any subsequent stage of the Online Recruitment Application process once the same is submitted.

7.7. After filling details in all the required Modules for the post, including uploading of documents and also uploading of the scanned photograph & signature, and verifying them in Preview, click on "SUBMIT" button to proceed further.

8. FEE PAYMENT OPTIONS

By Clicking "Pay Fee" link, a fresh page opens up indicating two options of payments, viz, "Pay by Cash"; and "Pay by Debit Card/Credit Card/Net Banking/UPI" - each option accompanied with a radio button. Click on the radio button corresponding to the choice of your payment and then click on CONTINUE.

9. IMPORTANT NOTE

In the event of number of applications being large, ICHR will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods:

- A. On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.
- B. On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- C. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- D. By counting experience before or after the acquisition of essential qualifications.
- E. By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).
- F. By holding a Recruitment Test.

Your Application will not be treated as finally submitted unless and until it is available under the link "MY ACCOUNT [Finally Submitted Application(s)]" before the closing date and time. Please retain a print out of your finally submitted online application (complete with Payment Details, if not fee-exempted applicant) as a proof of submission of your application to the ICHR, whenever required.