



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)

GENERAL TECHNICAL ISSUES

1. **I saw a vacancy in newspaper/internet etc., but I am unable to find link to apply for the same / I saw a vacancy in ICHR Recruitment Advertisement but there is no option to apply.**

The vacancies which are available on academic page, i.e., on <http://academics.ichredims.in/> only are open for applying. If it is available in ICHR Recruitment Advertisement but not available in above homepage, either the vacancy is still not open or the closing time has passed.

2. **I forgot my Password.**

The ICHR does not store Password as well as Security Answer. If you are unable to retrieve the same with given option of “Forgot Password”, there is no possibility of retrieving the same from other means. You can register afresh using a different e-mail ID not previously used in Online Recruitment Application and apply for the desired post.

3. **While registering, I am unable to set password. System does not accept it.**

The length of password should be 10-20 characters. Further, password must contain at least one upper case alphabet (A-Z), one lower case alphabet (a-z) and one numeral (0-9)

4. **My e-mail ID is showing as already registered.**

You can use one e-mail ID only once while registering in ORA. Further, you can apply against multiple vacancies using same Registration ID. However, if you desire to create another Registration ID, you'll have to use a different e-mail ID not previously used in ORA.

5. I am unable to find my Caste/ University etc. in the concerned drop- down menu.

Select "OTHER" option from the drop-down menu and proceed further.

6. 'Pay Fee' link is disabled.

The 'Pay Fee' link is enabled only after completion of Application Part. Please edit your application to complete it first. The 'Pay Fee' link is also not enabled for fee-exempted candidates as they are not required to pay fee.

7. I am unable to edit some fields

Some fields which have already been filled while doing Registration will be displayed in read only mode. The information provided at the time of registration is of permanent nature and non-modifiable.

8. I am adding Educational Qualification/ Experience/ Desirable Qualification, but system is not updating the same.

Please ensure following:

8.1. Follow instructions that are displayed by the system when you make any inconsistent entry (for example, date of result cannot be prior to course end date, dates of experience cannot overlap etc.).

8.2. Do not enter special characters in any field.

8.3. Do not enter '.' or '/-'.

8.4. There is character limit (Maximum 500 characters) in 'Details of Desirable Qualification' box. Ensure to keep your description short.

8.5. Please remember that when you make entries in respect of one qualification, only after you are satisfied that you have updated all the entries, click “Save & Continue” to proceed further.

9. I belong to SC/ST category, but system is not allowing me age- relaxation.

Age-relaxation to applicants belonging to SC/ST category will be admissible only when post is reserved for them.