



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)

Frequently Asked Questions (FAQs)

1. How do I access the site to fill up the Online Recruitment Application (ORA)?

You should log on to <https://academics.ichredims.in/> to access the home page of the online Recruitment application.

2. When can I apply online application for a particular Recruitment? Can I apply any time during the year for a particular Recruitment?

The applicant can register himself/herself at any time 24X7, 365 days a year. However, an applicant can apply for a particular Recruitment only when it has been notified by the ICHR. The indicative information is published in Employment News and detailed Advertisement is available on ICHR website <http://ichr.ac.in/v2/> and at the website for filling up the Online Recruitment Application.

3. Can anyone apply online for a particular Recruitment?

Yes, an applicant who fulfils the eligibility criteria prescribed in the notification (i.e. the detailed information available on website) can apply for that particular Recruitment.

4. Are there any detailed instructions to guide an applicant for submitting an online application?

Yes, for filling up the Online Recruitment Application an applicant must refer to "Instructions for filling Online Recruitment Application" displayed on website <https://academics.ichredims.in/>

5. What should I do if there is lot of delay in accessing the page?

The delay in accessing the Page depends upon various factors like Internet Speed, large number of applicants trying to register the application at the same time etc. Therefore if you are not able to get the page for registration promptly, please retry after some time or during off-peak hours.

6. Is it necessary to fill up the details related to pin code/phone No. with area code/Mobile No./email?

Pin-code, one telephone number (residence, office or mobile no.) and e-mail address is mandatory to be filled in by the candidate. The ICHR may communicate electronically with applicant if mobile number and e-mail address is provided by the applicant.

7. Do I have to pay fee?

If you do not belong to a fee exempted category i.e. FEMALE, then you have to pay the fee.

8. What is the procedure to pay the fee for the Online Recruitment Application?

There are two options for the payment of fee:

i) Pay by Cash in any branch. After depositing the fee, the bank will provide a "TRANSACTION ID". An applicant will again have to log in on the website and start submission of the Online Recruitment Application by filling in the Fee payment details.

ii) Pay by credit/debit Card/ Net Banking

An applicant can also pay the fee online using any VISA/MASTER DEBIT/CREDIT OR RUPAY CARD issued by any bank/institution.

9. I have made multiple payments through credit card/debit card. Whether amount will be refunded back to me?

Yes, extra payments made against an application number shall be refunded automatically within 3-4 days.

10. I have submitted the Online Recruitment Application. Should I send the printout of the application to the ICHR by post/by hand?

No, you are not required to send the printout of the application to the ICHR by post/by hand.

11. I am filling up the various modules in the Online Recruitment Application and the process is yet to be completed. I want to change the filled up information in one/many columns. How should I do this?

Or

I have submitted my Online Recruitment Application. I have made some errors. What should I do to remove these errors?

You can change/update the information in different modules (except registration details) before the submission of the Online Recruitment Application. System will show the preview of the completed application. You are advised that you submit your Online Recruitment Application when you feel that all information is correct. Once submitted, the information filled cannot be changed anymore. Candidate is also advised to check the quality of photo and signature being uploaded.

The candidates may note that in case the quality of photograph/signature is not acceptable/poor, then their application is liable to be rejected by the ICHR.

12. In which format the scanned photograph and signature should be?

The images of the photograph and signature should be scanned in the .jpg, JPEG format.

13. Whether the photograph should be in Black & white or should it be in a colour?

Both are acceptable as long as they are as per the given specifications and also quality of photograph is good enough to be identifiable and acceptable.

14. If the Photograph is not of the proper pixel size given, then how to convert it?

Use any image editing software such as MSPaint.

15. If the Photograph is not in the desired format, then how to convert it?

If the image is in any other format such as .tiff, .bmp etc, then open the photo in MsPaint and click save as option to save it in the desired format.

16. How do I load my signature/photograph?

The scanned photograph and signature, in the prescribed format and specification, are to be uploaded in the “Photo & Signature Upload” section.

17. How do I know that my Online Recruitment Application is saved and have been received ONLINE in the ICHR?

Your Application will not be treated as finally submitted unless and until it is available under the link "MY ACCOUNT (My Finally Submitted Application)" link. Please keep a print out of your online application for all future communication with the ICHR.

18. What details should I retain after completion of submission of my Online Recruitment Application?

It is strongly advised that after the completion of the process of submission of the Online Recruitment Application, the applicant must take a print out of the submitted Online Recruitment Application and keep the same for future reference. The candidate is also advised to keep his fee payment proof which might be required by the ICHR in case of any discrepancy.

19. Can I take the print out of my finally submitted application after the prescribed closing date i.e. after the link is disabled at 23:59 Hrs on the closing date?

Printout of the Online Recruitment Application can be taken from the "My Account" link upto 24 hours after the prescribed closing date.

20. Where do I contact for any queries related to the recruitment for the post for which I have successfully submitted my online application?

Please refer to our website <https://academics.ichredims.in/> for details.