

INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE RECRUITMENT APPLICATION (ORA)

1. Online Recruitment Application is spread over different Modules/Sections designed to capture information related to Personal Profile, Contact detail, Age Relaxation, Fee Exemption, Educational Qualification, Experience etc. of candidates. Details can be filled in multi-session after Registration. Once registered a candidate can fill up personal profile and contact detail, even if he/she does not intend to apply against any particular post at all. Before closing each session candidate must save the information filled by clicking 'Save' button. Before filling up the Online Recruitment Application, candidates are advised to go carefully through the relevant Advertisement published in the Newspaper and official website of High Court of Manipur.
2. Log on to <http://www.hcmrecruitment.in/> to access the home page of the Online Recruitment Application.
3. If you are already registered at Online Recruitment Application (ORA) website of High Court of Manipur, clicking on "Already Registered" link would take you to the Login page. You are required to enter your Registration ID and password. Now click on "Login Now" button to login.
4. In case you have forgotten your Registration Id and Password you can click on "Forget Registration ID/ Password". By submitting your e-mail id, place of birth and date of birth you will receive the password by e-mail from "ORA Administrator".
5. Select "Apply Now" against the post for which you wish to apply and fulfill the requisite eligibility conditions and proceed ahead taking lead as above.. Eligibility conditions for a particular post can be viewed by clicking on the Post Name.
6. In case you are not registered, you are requested to register yourself with ORA website of High Court of Manipur first by clicking "New Registration". This can be done 24X7 365 days a year.
7. Clicking on "New Registration" would take you to the page where you are required to enter mandatory items of your personal details like Name, Father's Name, Date of Birth, Email ID, Password etc. which will be used for the online application. After successful registration, a mail will be sent to you containing the registration ID allotted to you and password. You are advised to note down your Registration ID and Password, to be kept somewhere safe since this Registration ID and password are required to be entered each time when you Login to the system for completing the Online Recruitment Application.