

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FOR THE POST OF MEMBERS IN NCLAT

1. Online Application is spread over different Modules/Sections designed to capture information related to personal details, educational qualification, income details, experience as per eligibility and one head for completion and final submission. Details can be filled in multi-session after Registration. Before filling up the Online Recruitment Application, candidates are advised to go carefully through the relevant Advertisement published.
2. Log on to <https://apptrbmembermca.gov.in> to access the home page of the Online Application.
3. New users are required to proceed for registration by filling up the details under “Create New User” option. Registered users may login by filling up the details under “Login/Sign In” option. Proceed ahead as directed taking lead from prompts and message(s) displayed as may be applicable to your case.

 **Appointment of Members in NCLAT**

Home Login/Sign In **Create New User/Sign Up** Forgot Password Instructions for applying online

Create New User / Sign Up

* Marked fields are Mandatory to input data

Email Address: *
 Verify Email

Mobile No.: *
 Verify Mobile No.

Password: *

Confirm Password: *

Email OTP Code: *

Mobile OTP Code: *

Security Code: * **4XbF5x** 

 **Appointment of Members in NCLAT**

Home **Login/Sign In** Create New User/Sign Up Forgot Password Instructions for applying online

Login /Sign In

Email Address: *

Password: *

Security Code: * **7Li R5q** 

Last Date and Time for submission of online application is 23rd January, 2023 till 5:30 PM

For any query

Best view in Browser Internet explorer version 9.0 and above, Mozilla Firefox version 54.0 above, Chrome version 55.0 above

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4. Click on “Application for NCLAT” and then select the post for which you wish to apply (i.e. Judicial or Technical) and fulfill the requisite eligibility conditions and proceed ahead taking leads. Eligibility and other conditions are available under the link “Advertisement”. If applicant desires to apply for both the posts, he/she will be required to apply separately.

5. In case you have forgotten your Password you can click on “Forget Password” link and fill up the necessary information as prompted to access your account.

6. Under the head of personal details, the candidate among other things will be required to provide details such as name, father’s name, Date of Birth supported by uploading documental proof as per existing government of India instructions, place of birth, passport size photo, PAN Number, permanent and correspondence address with contact details. Email ID and contact number will be captured by default from previously filled information provided during registration. The candidate will “SAVE” personal details and press “NEXT” to move on to the next option of “EDUCATIONAL QUALIFICATIONS”

Profile Details

Educational
Qualifications

Income Details

Experience Details

Complete

* Marked fields are mandatory to input data

Personal Details

Applicant Name:

Title (Justice, Justice
(Retd), Mr, Mrs, Ms, Dr, Sh,
Smt etc): *

First Name: *

Enter First Name

Middle Name:

Enter Middle Name

Last Name:

Enter Last Name

Please upload recent photograph:(max file size 80kb, jpeg,
jpeg format only) *



Browse... No file selected.

Father's Name:

Title (Justice, Justice
(Retd), Mr, Mrs, Ms, Dr, Sh,
Smt etc): *

Father's First Name: *

Enter Father's First Name

Middle Name:

Enter Father's Middle Name

Last Name:

Enter Father's Last Name

Place of Birth: *

Date of Birth: *

28/12/2022



Please Upload Date of Birth Certificate:(max file size:
1mb, .pdf format only) *

Browse... No file selected.

View

Category: *

Designation/Profession(last designation, in case of
retired) *

Enter Designation/ Profession

Cadre and Service (wherever applicable):

Cadre and Service

PAN number: *

Contact Information

Permanent Address: *

State: *

District: *

Pin Code: *

Telephone with STD code:

Fax:

Click if Present address is same as Permanent Address

Present Address: *

State: *

District: *

Pin Code: *

Telephone with STD code:

Fax:

Contact Information Official

Official Address:

State:

District:

Pin Code:

Official Email Address:

Registered Email Address:

Registered Mobile No:

Save

Next >>

- Under the head Educational Qualifications, the candidate will provide details of his academic profile including information about the name of the institution/ university, name of institution/college, country, place, degree/course, year of passing, subjects, percentage/grading, division along with copy of certificate as proof in reverse chronological order. Candidates will be able to add more qualifications as per their requirement by clicking on the “Save above details/Add More” option. Candidate will have to enter the fields manually in all cases and select from the drop down boxes, in case of ‘Country’, ‘Year of Passing’ and ‘Division’. The candidate will “SAVE” educational details and press “NEXT” to move on to the next option of “INCOME DETAILS”.

Profile Details
Educational Qualifications
Income Details
Experience Details
Complete

Educational Qualifications

* Marked fields are mandatory to input data
(In reverse chronological order)

Name of University / Equivalent Institute: *

Country: *

Place: *

Degree/Course: *

Year of Passing: *

Subject/ Specialization: *

Percentage/Grading: *

Division/ Academic Distinction: *

Please Upload Educational Degree/Certificate(max file size:1mb, .pdf format only) * No file chosen

Save above details / Add More

S.No	Name of University/Equivalent Institute	Country	Place	Degree/Course	Year of Passing	Subject	Percentage/Grading	Division	Document	Edit	Delete
1	Delhi University	India	New Delhi	Law	2018	Law and Business Regulations	87	First	View	EDIT	Delete

8. Under the head **Income Details**, the candidates are required to provide details of income along with copy of ITR as proof for the last 3 financial years. The candidate will “SAVE” income details and press “NEXT” to move on to the next option of “EXPERIENCE DETAILS”.

Income Details (Professional Income/emoluments for the last 3 years)

Assessment year: * Income/Emoluments(figures in lakh) like-1.00 *

--Select-- Enter Income/Emoluments(figures in lakh) like-1.00

Please upload income proof as ITR(max file size:1mb) * No file chosen

S.No	Assessment Year	Professional Income/emoluments for the last 3 years (figures in lakh)	Income Proof	Delete
1	2021 - 2022	56	View	<input type="button" value="Delete"/>
2	2020 - 2021	74	View	<input type="button" value="Delete"/>
3	2019 - 2020	28	View	<input type="button" value="Delete"/>

9. **(A) Details of Eligibility Criteria as applicable in case of Judicial Members only are as below:**

Under this head candidates will be required to select the category out of three relevant categories of eligibility as per advertisement viz.

- (a) Is, or has been, a judge of a High Court, or Para
- (b) Is, a Judicial Member of the National Company Law Tribunal for five years
- (c) Has been an advocate for ten years with substantial experience in litigation in matters relating to company affairs before National Company Law Tribunal, National Company Law Appellate Tribunal, High Court or Supreme Court.

Read with explanation as per advertisement, under which he claims himself to be eligible for the said post, simultaneously providing details supporting his eligibility. Depending upon the eligibility criteria, the candidate will be required to provide post/position, place of court, name of organization, pay, nature of duty, nature of practice and upload certificate of enrolment as

applicable. He/she can add multiple experiences by clicking on the ‘SAVE ABOVE INFORMATION/ADD MORE’ button.

Apart from above, interested candidates may also fill **other relevant experience** as prompted by the system. He/she can add multiple experiences by clicking on the ‘SAVE OTHER EXPERIENCE/ADD MORE’ button.

The applicant then required to save the data by clicking on “SAVE” button and press option “NEXT” to move on to the next option.

Experience as per Eligibility

* Marked fields are Mandatory to input data
(In reverse chronological order)

Select relevant Category (Para For Eligibility): *

(a) is, or has been, a Judge of a High Court

Para (a) is, or has been, a judge of a High Court

Note: Please fill entry for a period and then press "Add more" for subsequent periods, if any

Period from: *	Period to: *
<input type="text" value="Enter Period From"/>	<input type="text" value="Enter Period To"/>
Position held: *	Name of High Court: *
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Nature of duty / field of experience (Max 50 words): *	Please upload document in support of experience:(max file size:1mb, .pdf format only)
<input type="text" value="Enter Nature of duty / field of experience"/>	<input type="button" value="Browse..."/> No file selected.

Other Relevant experience apart from above Yes

Period From*	Period To*
<input type="text" value="Enter Period From"/>	<input type="text" value="Enter Period To"/>
Designation /Position Held*	Name of Organisation / Court*
<input type="text" value="Enter Designation /Position Held"/>	<input type="text" value="Enter Name of Organisation / court"/>
Nature of duty/ field of experience*	Pay scale / Monthly emoluments*
<input type="text" value="Enter nature of duty/ field of experience"/>	<input type="text" value="Enter Pay scale / Monthly emoluments"/>

Please upload document in support of experience:(max file size:1mb, .pdf format only)

No file selected.

Experience as per Eligibility

* Marked fields are Mandatory to input data

(In reverse chronological order)

Select relevant Category (Para For Eligibility): *

(b) is, a Judicial Member of the National Company Law Tribunal for five years

Para (b) is, a Judicial Member of the National Company Law Tribunal for five years

Note: Please fill entry for a period and then press "Add more" for subsequent periods, if any

is a Judicial Member of the National Company Law Tribunal for minimum period of 5 years *

Yes No

Period from: *

Enter Period From



Period to: *

Enter Period To



Judicial Member: *

--Select--

Enter Bench Name: *

Enter Bench Name

Nature of duty / field of experience (Max 50 words): *

Enter Nature of duty / field of experience

Please upload document in support of experience:(max file size:1mb, .pdf format only) *

No file selected.

Save Above Information/ Add More

Other Relevant experience apart from above

Yes

Period From*

Enter Period From



Period To*

Enter Period To



Designation /Position Held*

Enter Designation /Position Held

Name of Organisation / Court*

Enter Name of Organisation / court

Nature of duty/ field of experience*

Enter nature of duty/ field of experience

Pay scale / Monthly emoluments*

Enter Pay scale / Monthly emoluments

Please upload document in support of experience:(max file size:1mb, .pdf format only) *

No file selected.

Save Other Experience/ Add More

<< Back

Save

Next >>

Experience as per Eligibility

* Marked fields are Mandatory to input data

(In reverse chronological order)

Select relevant Category (Para For Eligibility): *

(c) has been an adovate ten years with substancial experience in litigation in matters relating to company affairs before National Company Law Tribunal, National Compar

Para (c) has, for atleast ten years been an advocate of a court

Explanation - has been an advocate for ten years with substancial experience in litigation in matters relating to company affairs before National Company Law Tribunal, National Company Law Appellate Tribunal, High Court or Supreme Court.

Note: Please fill entry for a period and then press "Add more" for subsequent periods, if any

Date of enrollment: *

Enter date of enrolment



Name of bar where enrolled *

Enter name of bar where enrolled

Date of Practice (from) *



Date of Practice (to) *



Name of Court: *

--Select--

Substantial experience in litigation in matters relating to company affairs*

Enter Substantial experience

Please upload Bar/certificate document:(max file size:1mb, only .pdf format) *

Browse... No file selected.

Save Above Information/ Add More

Other Relevant experience apart from above

Yes

Period From*

Enter Period From



Period To*

Enter Period To



Designation /Position Held*

Enter Designation /Position Held

Name of Organisation / Court*

Enter Name of Organisation / court

Nature of duty/ field of experience*

Enter nature of duty/ field of experience

Pay scale / Monthly emoluments*

Enter Pay scale / Monthly emoluments

Please upload document in support of experience:(max file size:1mb, .pdf format only) *

Browse... No file selected.

Save Other Experience/ Add More

<< Back

Save

Next >>

(B) Experience Details of applicant in case of Technical Members only are as below:

is a person of proven ability, integrity and standing having special knowledge and professional experience, of not less than fifteen years, in industrial finance, industrial management, industrial reconstruction, investment, accountancy or other matter which is useful to the NCLAT.

Experience Details

For the experience as employee, Employment record in chronological order

Click

* Marked fields are mandatory to input data

Note: Please fill entry for a period and then press "Add more" for subsequent periods, if any

Period from: *

Enter Period From



Period to: *

Enter Period To



Kind of employment: *

--Select--

Relevant field of experience (as per qualification criteria): *

--Select--

Name and address of Organization: *

Enter Organization Name

Post/Position Held: *

Enter Position held

Nature of Work/ Experience (MAX 50 words): *

Enter Duties and responsibilities

Pay Level / Grade pay/ Payscale(as applicable) or monthly emoluments(for others) : *

Enter Payscale

Please upload document in support of experience: (max file size:1mb, .pdf format only)

No file selected.

Save above information / add more

For the experience as Professional record in chronological order

Click

* Marked fields are mandatory to input data

Note: Please fill entry for a period and then press "Add more" for subsequent periods, if any

Period From*

Enter Period From



Period To*

Enter Period To



Kind of Profession: *

--Select--

Relevant field of experience (as per qualification criteria): *

--Select--

Details of Profession: *

Enter Details of Profession

Nature of Work/ Experience (MAX 50 words): *

Enter Duties and responsibilities

Please upload document in support of experience: (max file size:1mb, .pdf format only) *

No file selected.

Save above information / add more

<< Back

Save

Next >>

Adjudication Experience (Technical and Judicial)

The candidates are required to provide Experience along with brief write up in handling Cases before relevant Courts/tribunals.

The candidates can mention their Adjudicating Experience by clicking on “SAVE” Button to move on Next Tab

[NOTE: If it is not applicable, then Candidates can directly press “SAVE” Button to enable the “Next” button and can move on to next tab]

[Note: If not applicable, then please click on below Save button to enable next button]

Experience alongwith brief write up in handling Cases before relevant Courts/tribunals/ [if applicable]

Name of Court	Cases type
<input type="text" value="Enter Court Name"/>	<input type="text" value="--Select--"/>

Details of such cases	Upload Document:(max file size:1mb, .pdf format only)
<input type="text" value="Enter Details of reported cases/Unreported Cases"/>	<input type="button" value="Browse..."/> No file selected.

Date from which drawing the pay scale in the grade of Additional Secretary/ District Judge/ Additional District Judge/ Major general to the Government of India or any equivalent rank(whenever applicable)

Adjudicating Experience

Write up on adjudicating experience, (Max 200 words) [wherever applicable]

Achievement

The candidates can provide Achievement, if any (not more than five) by providing details of achievements. To save or add more achievements candidate must click on “Save/Add More Button”.

Candidates can provide Awards/honors/publications or Affiliation with professional bodies/Institutes/Societies/ or any other body including political party and Additional Information by clicking on “Save Button”.

[NOTE: If it is not applicable, then Candidates can directly press “SAVE” Button to enable the “Next” button and can move on to next tab]

[Note: If not applicable, then please click on below Save button to enable next button]

Achievement

Title (15 words) Write up on 05, major achievement (200 words)

[Save/ Add More](#)

Awards/honours/Publications, if any

Affiliation with professional bodies/ Institutions/ Societies/ or any other body Including political party

Additional Information, if any, which You would like to mention in support of the application for the post

[<< Back](#)[Save](#)[Next >>](#)

Kindly note that the form once completed cannot be updated

* Marked fields are Mandatory to input data

DECLARATION

1. I certify that the foregoing information is correct and complete to the best of knowledge and belief and nothing has been concealed/distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.
2. I shall not withdraw my candidature after the meeting of the selection Committee.
3. I shall not decline the appointment, if selected for appointment by the ACC.
4. I shall join within 30 days from the date of issue of order of appointment.
5. I am aware that in case I violate any of the conditions mentioned at Sl.No 2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/ Regulatory Body.

I Agree

Date: *

28/12/2022

Place: *

Save as Draft

<< Back

Final Submit

Preview form

Uploading of Documents

In this module, a candidate is required to upload PDF of document(s) to substantiate the claim in respect of DOB, Educational Qualification(s), Experience, Income Details Proof or any other information, as made in his/her online application. The candidate may scan the relevant document(s)/certificate(s) which he/she has claimed in PDF file up to 1(one) MB. The PDF so created must not be password protected.

Uploading of Scanned Photograph

Uploaded photograph must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected and no representation from the candidate will be entertained. The candidate should scan his passport size photograph in JPG/JPEG Format and the same should not exceed 80 KB in size.

[Candidates using MS Window/MS Office can easily obtain photo in **jpeg/jpg** format not exceeding 80 KB by using MS Paint or MS Office Picture Manager. Scanned photograph in any format can be saved in **jpeg/jpg** format by using 'Save As' option in the File menu and size can be reduced below 80 KB by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editor also.]

All applicants are required to submit scanned documents in pdf and jpg in online application as per following details:

For Judicial Form

1. Profile Details: Profile picture in .jpg, .jpeg format with max permissible file size in 80 KB.
2. Profile Details: Birth certificate in .pdf format with max permissible file size in 1 MB.
3. Educational Details: Educational Degree/ Certificate in .pdf format with max permissible file size in 1 MB.
4. Income Details: Income proof as ITR in .pdf format with max permissible file size in 1 MB.
5. Eligibility Criteria: For category (c): Bar/certificate document in .pdf with max permissible file size in 1 MB.
6. Experience details for judges/judicial officer/law officer: Experience letter/service certificate in .pdf format with max permissible file size in 1 MB.
7. Experience details for Advocates/Others: Experience letter/ certificate in .pdf format with max permissible file size in 1 MB.

For Technical Form

1. Profile Details: Profile picture in .jpg, .jpeg format with max permissible file size in 80 KB.
2. Profile Details: Birth certificate in .pdf format with max permissible file size in 1 MB.
3. Educational Details: Educational Degree/ Certificate in .pdf format with max permissible file size in 1 MB.
4. Income Details: Income proof as ITR in .pdf format with max permissible file size in 1 MB.

5. Experience details: Proof of experience/certificate in .pdf format with max file size in 1 MB.

Submit

After submitting details as asked for in all the Modules/Sections of the application form, click on "Final Submit" button for final submission. Candidate is required to take a printout of his/her application as generated by the portal after final submission. The candidate will be required to send signed copy of the same to Shri Riazul Haque, Under Secretary, Ministry of Corporate Affairs, Room No 526, A- Wing, 5th Floor, Shastri Bhawan, New Delhi-110001 latest by 05:30 PM of 02nd FEB, 2023.