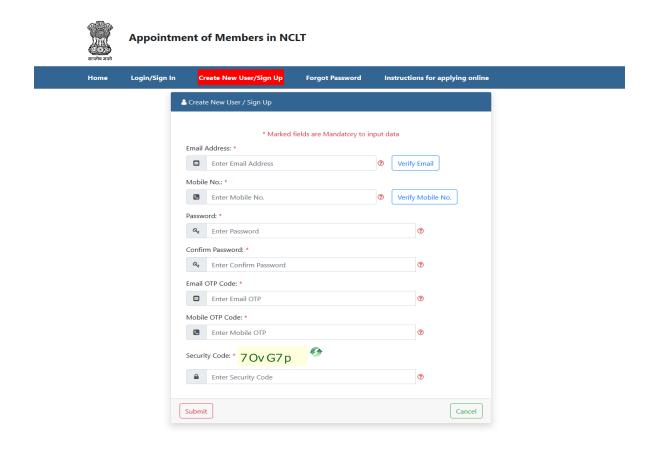
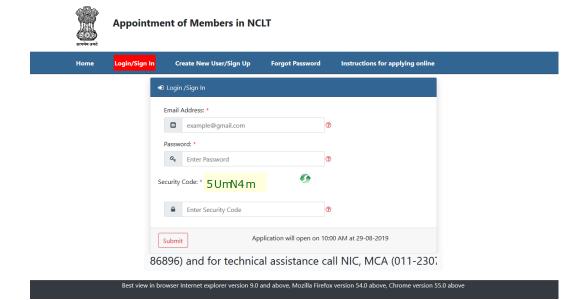
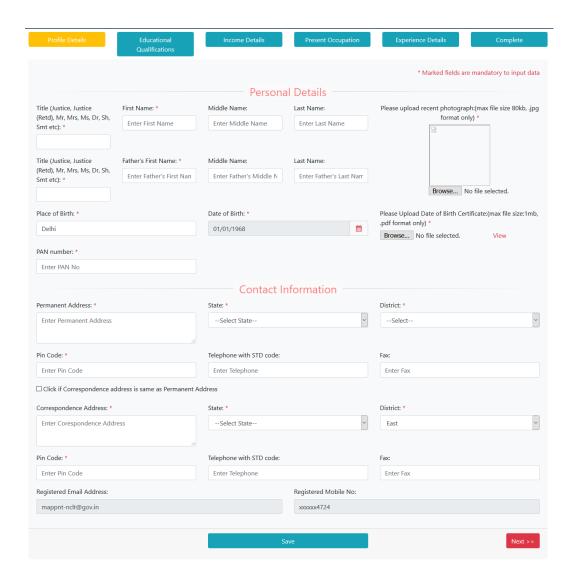
INSTRUCTIONS FOR FILLING ONLINE APPLICATION FOR THE POST OF MEMBERS IN NCLT

- 1. Online Application is spread over different Modules/Sections designed to capture information related to personal details, educational qualification, income details, present occupation, 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.





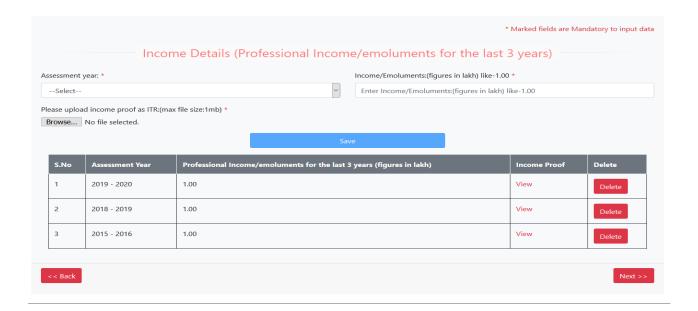
- 4. Click on "Application for NCLT" and then select the post for which you wish to apply (i.e. Judicial or Technical) and fulfill the requisite eligibility conditions and proceed ahead taking leads. Eligibility and other conditions are available under the link "Advertisement". If applicant desires to 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"



7. 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".

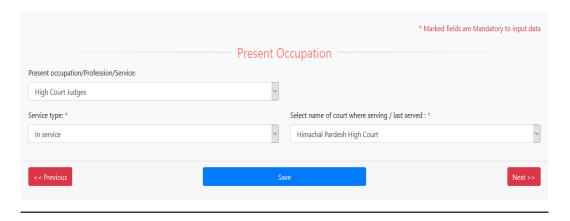
* Marked fields are mandatory to i Higher Qualificati Name of University / Institute: * Enter University Name / Institute Enter Institution / College: * Enter Institution / College Country: * Select Place: * Enter Place Degree/Course: * Enter Degree Name Year of Passing: * Enter Degree Name Major Subject: * Enter Subject Minor Subject: * Division: *	
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Country: * Place: * Select * Enter Place Degree/Course: * Year of Passing: * Major Subject : * Enter Degree NameSelect * Enter Subject Minor Subject: * Division: *	
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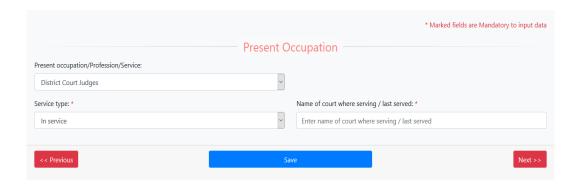
8. Under the head **Income Details**, the candidates are required to provide details of income along with copy of ITR as proof for the last 3 financial years. The candidate will "SAVE" income details and press "NEXT" to move on to the next option of "PRESENT OCCUPATION".

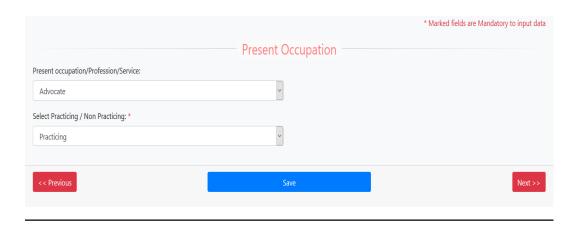


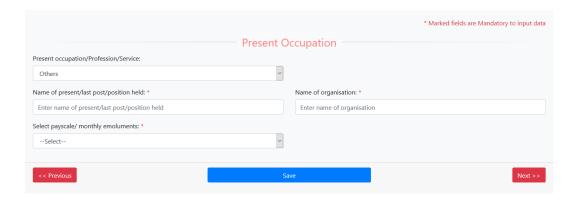
9.1(a) Details of Present Occupation as applicable in case of Judicial Members only are as below:

Candidates will be required to opt for one of the options from the categories of High Court Judge, District Court Judge, Advocate and others as their present occupation/profession/service & organization and fill up details as prompted by system.



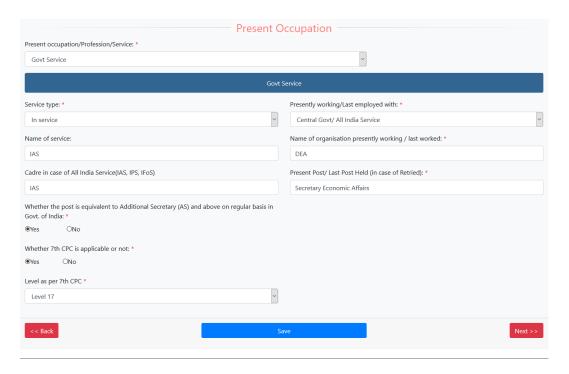


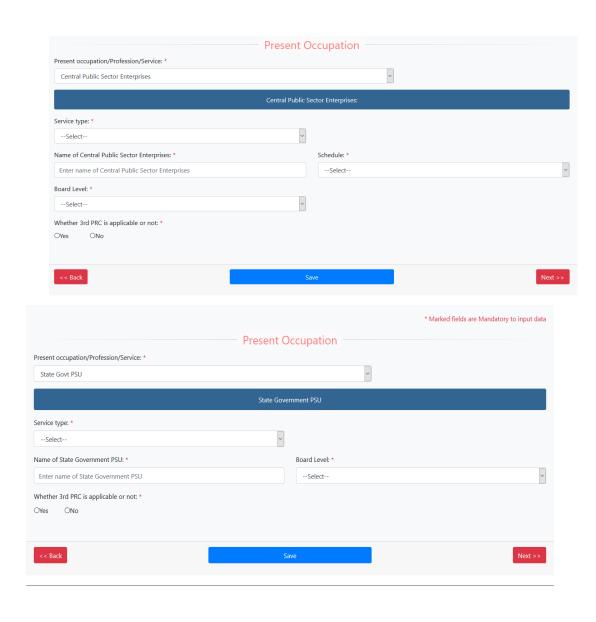


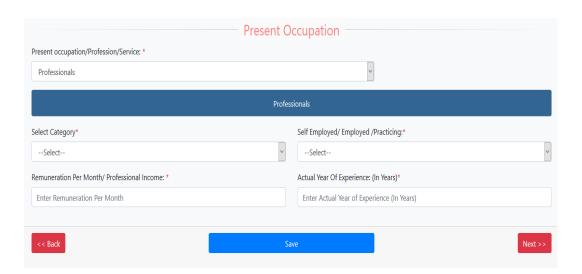


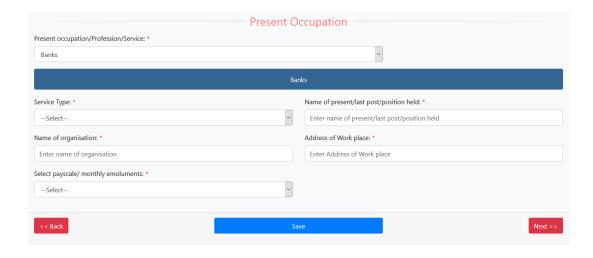
(b) Details of Present Occupation as applicable in case of Technical Members only are as below:

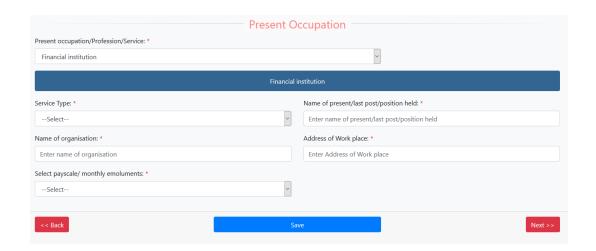
Candidates will be required to opt for one of the options from the categories of Govt. Service, Central Public Sector Enterprises, State Govt. PSU, Professionals, Banks, Financial Institutions, Tribunals, Courts and others as their present occupation/profession/service. On the basis of opting one of the options provided above, the candidates will be required to provide their details as prompted by the system.

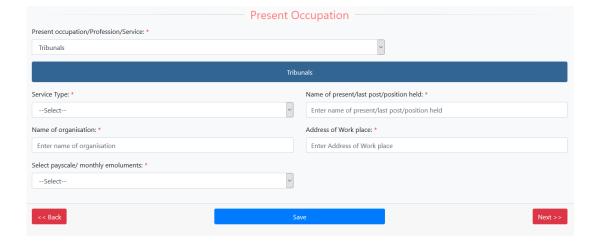


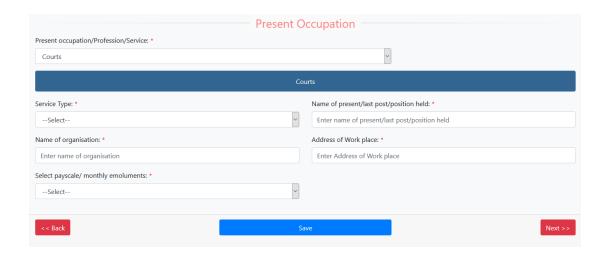


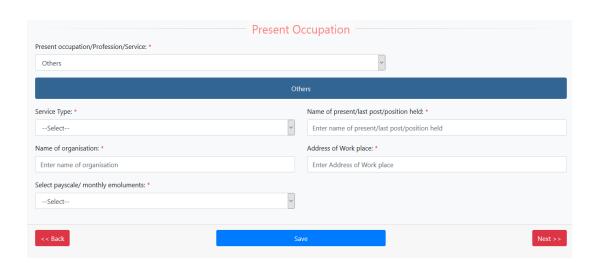












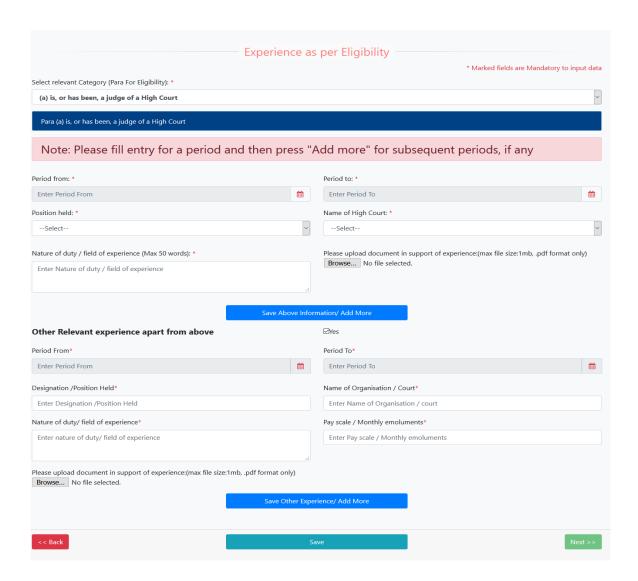
The candidate will "SAVE" Present Occupation and press option "NEXT" to move on to the next option of "Experience as per eligibility".

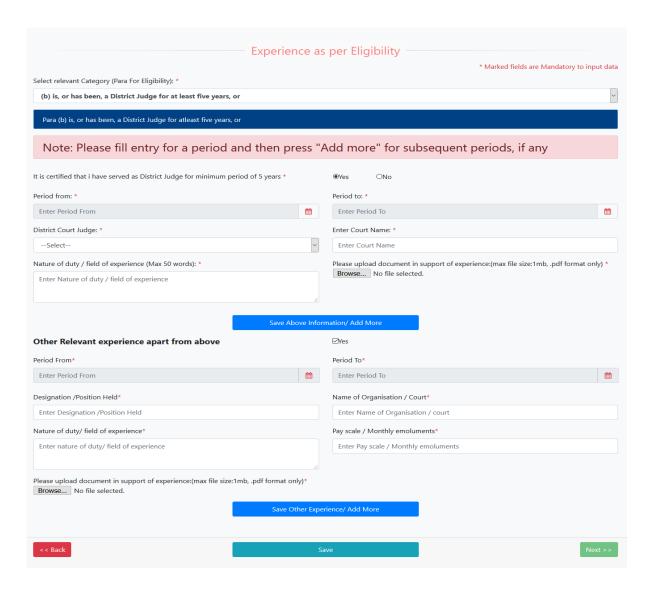
10 (A) Details of Eligibility Criteria as applicable in case of Judicial Members only are as below:

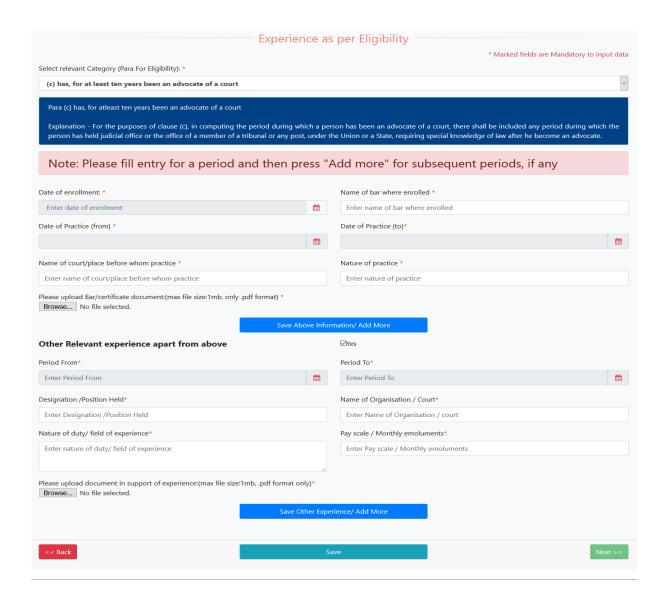
Under this head candidates will be required to select the category out of three relevant categories of eligibility as per advertisement viz. (a) is, or has been, a judge of a High Court, or (b) is, or has been, a District Judge for at least five years, or (c) has, for at least ten years been an advocate of a 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 of "Complete" to complete the application form.







(B) Details of Eligibility Criteria as applicable in case of Technical Members only are as below:

Under this head candidates will be required to select the category out of six below mentioned relevant categories of eligibility as per advertisement under which he/she claims himself/herself to be eligible for the said post such as:

(a) has, for at least fifteen years been a member of the Indian Corporate Law Service or Indian Legal Service and has been holding the rank of Secretary or Additional Secretary to the Government of India;:-

Under the above heading, ICLS & ILS officers in the present/last post of Secretary, Additional Secretary, Additional Secretary NFU i.e. in level 15-17 of 7th CPC will provide date of joining in ICLS & ILS service, or

- (b) is, or has been in practice as a chartered accountant for at least fifteen years; or
- (c) is, or has been, in practice as a cost accountant for at least fifteen years; or
- (d) is, or has been, in practice as a company secretary for at least fifteen years;

Under the heading (b) to (d), applicant will provide Date of membership/registration certificate number & date of issue of certificate of practice with documental proofs, whether practicing or not and details of disciplinary proceedings, if any, or

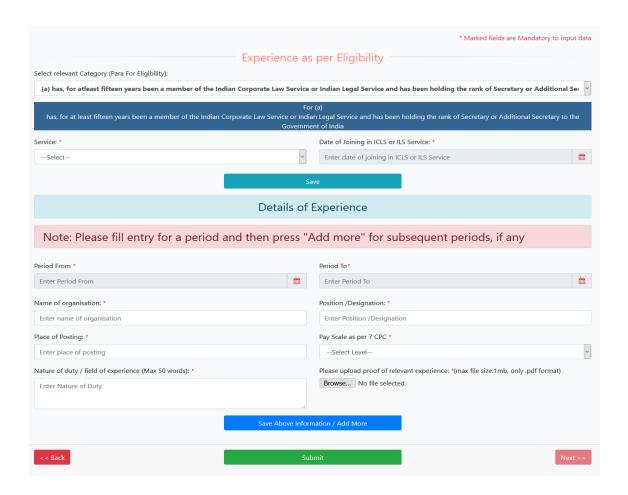
(e) is a person of proven ability, integrity and standing having special knowledge and professional experience, of not less than fifteen years, in industrial finance, industrial management, industrial reconstruction, investment, accountancy; or

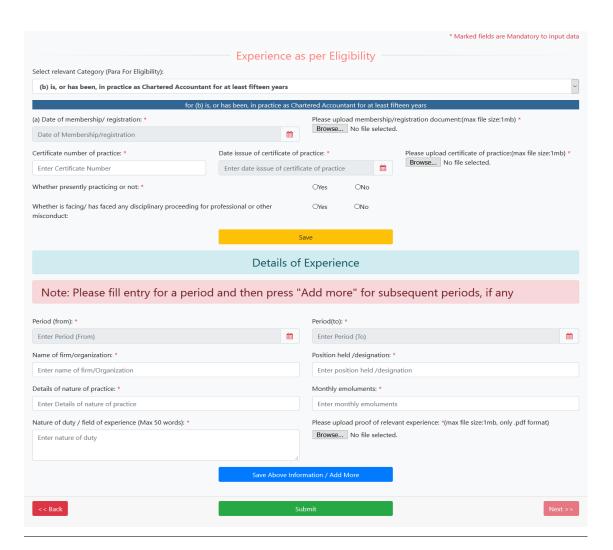
Under the above heading, applicant will be required to certify his eligibility by clicking the check box, or

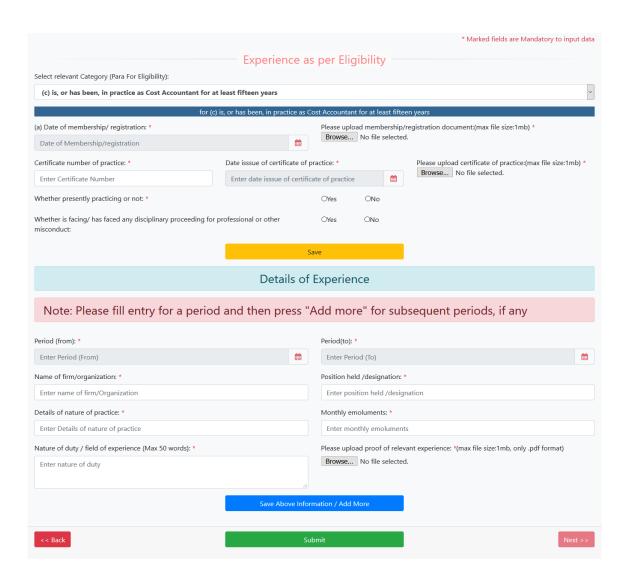
(f) is, or has been, for at least five years, a presiding officer of a Labour Court, Tribunal or National Tribunal constituted under the Industrial Disputes Act, 1947 (14 of 1947).

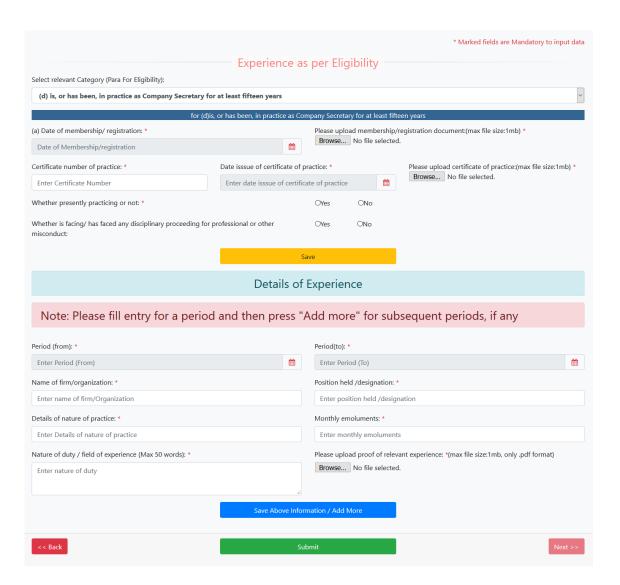
Under the above heading, applicant will be required to certify his eligibility by clicking the check box that he/she has served for at least five years, as presiding officer of a Labour Court, Tribunal or National Tribunal constituted under the Industrial Disputes Act, 1947 (14 to 1947)*

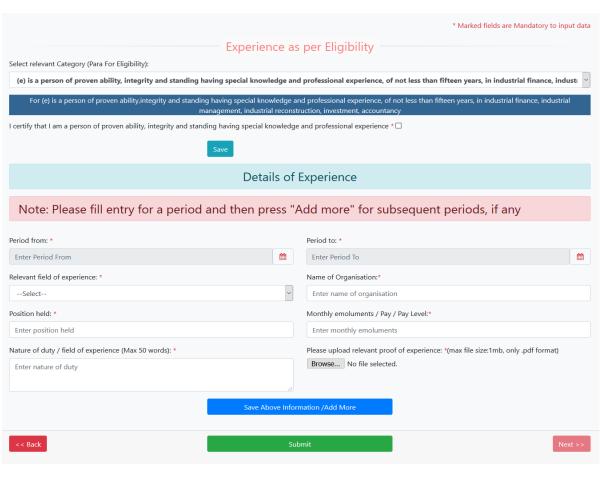
After selecting one of the categories from (a) to (e) as mentioned above, the applicant is required to save the category by clicking on "SAVE" button and will thereafter move to the second part of the page which is details of experience.

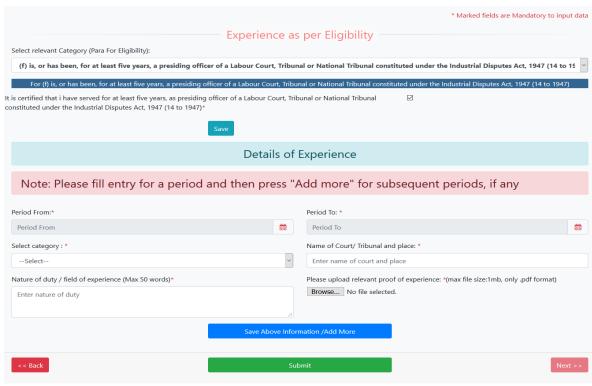




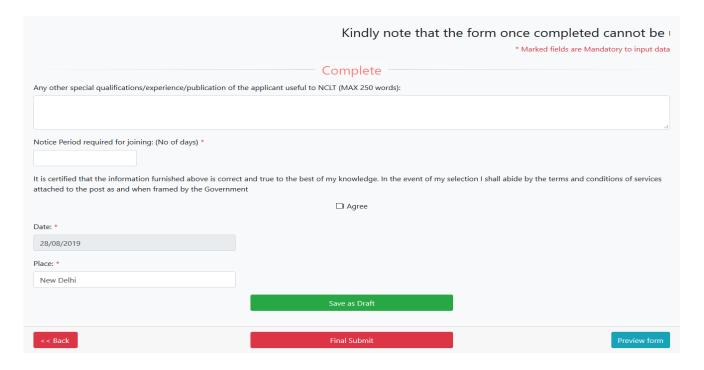








Complete Form



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. Eligibility Criteria For category (b) to (d): Both membership/ registration document and certificate of practice in .pdf format with max permissible file size in 1 MB for each document.

- 6. Experience details for Govt. Servant: Proof of experience/certificate in .pdf format with max permissible file size in 1 MB.
- 7. Experience details for others: 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 05:00 PM of 24th Oct, 2019. Applicants working in Government Service/ State Government Service/ CPSE/ State Government PSU/ Bank/ Tribunal/ Court /other organizations should send their duly signed applications along with Annexure-I duly filled in through proper channel latest by 05:00 PM of 24th Oct, 2019.