

INSTRUCTIONS FOR FILING ONLINE APPLICATIONS

- The Serious Fraud Investigation Office invites applications for empanelment of advocates through online mode only. Applicants are required to log on to <https://apptrbmembermca.gov.in/sfioempanelment/> to access the page on the tab.
- Applicants are required to apply online after going through the detailed scheme and guidelines available on the aforesaid website.
- Online applications can be filed and submitted on the web portal of the Department before the last date of submission of applications as mentioned in the advertisement.

STEP-BY-STEP INSTRUCTIONS ARE AS FOLLOWS: -

TABS	INSTRUCTIONS
Personal Details	<ul style="list-style-type: none">i. Name as per valid ID proof must be entered accompanied by the latest passport-size picture in JPEG format not exceeding the limit of 80 KB, Titles/Honorifics should not be added.ii. Document evidencing age proof should be uploaded in PDF format having maximum file size of 150 KB and should be clearly visible.
Contact Information	<ul style="list-style-type: none">i. The address submitted by the Applicant should be as per valid ID proof.

<p>Educational Qualifications</p>	<ul style="list-style-type: none"> i. Applicants should ensure that the documents to be uploaded in support of educational qualifications are in PDF format with maximum file size of 150 KB. ii. Applicants should ensure that the documents to be uploaded in support of educational qualifications are in PDF format with maximum file size of 150 KB. Marks should be added in terms of percentage only. Grades are to be converted in percentage before entry.
<p>Income Details</p>	<ul style="list-style-type: none"> i. Income details of the latest FY should be added. Income Tax Returns in PDF format with maximum file size of 150 KB should be added.
<p>Enrollment Details</p>	<ul style="list-style-type: none"> i. Applicants should upload the documents in support of enrollment in PDF format maximum file size 150 KB and should be clearly visible.
<p>Relevant Years of Practice at Bar</p>	<ul style="list-style-type: none"> i. Applicants should ensure that the entire forum name is mentioned along with the location. Nature of cases usually handled during the said period should be mentioned briefly. Court orders on a sample basis evidencing appearance should be uploaded in PDF format with maximum file size of 150 KB.

	<ul style="list-style-type: none">ii. Applicants should provide full details of their firm, if any.iii. Applicants should provide the details of criminal cases along with the case titles dealt with by them. Court orders on a sample basis evidencing appearance should be uploaded in PDF format with maximum file size of 150 KB.iv. Applicant should provide the details of prosecution cases under the Companies Act, Fiscal offenses under criminal law along with the case titles dealt with by them. Court orders on a sample basis evidencing appearance should be uploaded in PDF format with maximum file size of 150 KB.v. Applicants should provide the details of Fiscal matters before Tribunals /Disciplinary authorities along with the case titles dealt with by them. Court orders on a sample basis evidencing appearance should be uploaded in PDF format with maximum file size of 150 KB.vi. Applicants should submit their choice for forums as per their specialization.vii. Applicants should submit their choice of location with respect of forum chosen by them.
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	<p>viii. Applicants should upload their signatures in JPEG format with maximum file size of 150 KB.</p>
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