

Empanelment of Counsels for SFIO

V 1.0

User Manual

SFIO Division

National Informatics Centre

Amendment Log

Date	Revision Number	Reviewer Name	Created/ Modified By	Description of Change
09/08/2023	1.0			

Contents

Empanelment of Counsels for SFIO	1
1. Introduction.....	4
2. About SFIO.....	4
3. How to invoke the Application?	4
4. Main Page.....	5
5. Filling Application Form	8
5.1 Filling Profile Details	8
5.2 Filling Educational Qualifications	9
5.3 Filling Income Details	9
5.4 Filling Experience Details.....	10
5.5 Partnerships and Criminal Cases dealt	10
5.6 Experience in cases under CA, CL, Tribunals and DA	11
5.7 Preference of Forum and Location	12
5.8 Verification and Undertaking.....	12
6. View/Print Application Form.....	15

1. Introduction

For applying for the position of Panel Counsels in Serious Fraud Investigation Office this web application is made available in the website so that the applicants can submit the applications online. However applicants are expected to have basic computer knowledge. and have enough experience in the usage of the mouse, keyboard, printer and other essential peripheral devices.

2. About SFIO

SFIO is a multi-disciplinary organization under Ministry of Corporate Affairs, consisting of experts in the field of accountancy, forensic auditing, law, information technology, investigation, company law, capital market and taxation for detecting and prosecuting or recommending for prosecution white-collar crimes/ frauds. SFIO has head office in New Delhi and regional offices in Maharashtra, Telengana, Tamil Nadu and West Bengal.

3. How to invoke the Application?

Empanelment of Counsels for SFIO is web-based application and it is accessible through the URL:

In order to use the system, the user must create a valid username (most of the cases it is email address) and a valid password using Create New User /Sign Up

4. Main Page

Empanelment of Counsels for SFIO

Please read the advertisement and instructions carefully before applying online for the post.

- Advertisement
- Last date and time for submission of online application
- Apply online
 - For Login / Sign In: [Click Here](#)
 - Forgot Password : [Click Here](#)
 - For Instructions for applying online: [Click Here](#)

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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System Developed and Maintained by National Informatics Centre-Ministry Of Corporate Affairs

Dashboard displays four panels for –

- a) Home
- b) Login/Sign In
- c) Create New user/Sign Up
- d) Forgot Password
- e) Instructions for applying Online

Clicking on <Home>, it shows following links

- [Advertisement](#) contains sublinks - [Vacancy Circular - English](#) and [Vacancy Circular - Hindi](#) using which one can see the copy of advertisement

[Last date and time for submission of online application](#)

[Apply online](#)

- For Login / Sign In: [Click Here](#)
- Forgot Password : [Click Here](#)
- For Instructions for applying online: [Click Here](#)

Clicking on < Login/Sign In>, it displays

Login / Sign In

Email Address: *
 ?

Password: *
 ?

Security Code: * **4CbS4q**

?

Applicants can use their email address provided at the time of sign up as login Id and associated password. Access would be granted after entering the security code as displayed.

Clicking on < Create New User / Sign Up>, it displays

Create New User / Sign Up

* Marked fields are Mandatory to input data

Email Address: *
 ?

Mobile No.: *
 ?

Password: *
 ?

Confirm Password: *
 ?

Email OTP Code: *
 ?

Mobile OTP Code: *
 ?

Security Code: * **3KbR8w**

?

In order to apply online, applicant must signup using email address and mobile number.

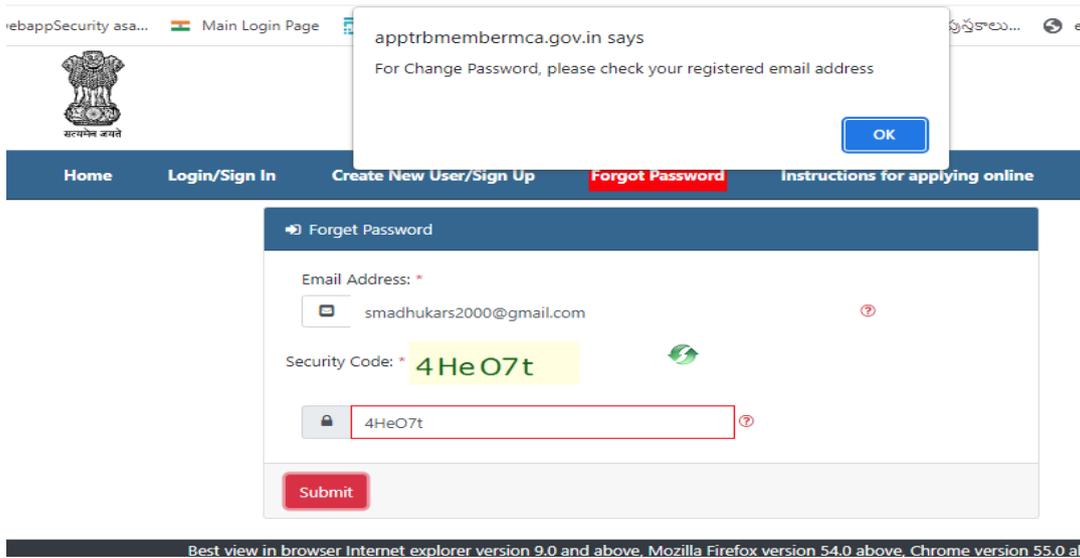
<Verify email> and <Verify mobile No.> buttons to get the OTPs on their email and mobile number respectively

After selecting the suitable password, applicant should authenticate by giving the OTPs received on their email account and Mobile number.

After entering the security code as displayed in screen, applicant can submit his details for signup.

The email address and password selected in this screen should be used to login for filling up the application

Clicking on < Forgot Password > allows to re create the password



An email will be sent with a link in the following form using which one can reset the password

Empanelment of Counsels for SFIO > Inbox x

noreply-sfio@gov.in via gov.in
to me ▾

Click to reset your password [Click here](#)

← Reply → Forward

Clicking on < Instructions for applying Online> provides instruction in pdf form

After Logging in two new links will be displayed

- A) Application form
- B) View/Print Application Form

5. Filling Application Form

Clicking on <Application form>

The screenshot shows a navigation bar with the following items: Home, Application form (highlighted in red), View/Print application form, Change Password, and Instructions for applying online. Below the navigation bar, a note states: "Note: Special characters like \$,!,@,#,%,^,&,_=,\ etc. are not allowed throughout application." The main content area contains a section titled "Select Application Post for" with a radio button selected for "Empanelment of Counsels for SFIO". A red "Submit" button is located at the bottom left of this section.

Select 'Empanelment of counsels for SFIO'

Click <Submit>

Applicant can enter following details through this screen

5.1 Filling Profile Details

The screenshot displays the "Profile Details" form, which is part of the "Empanelment of Counsels for SFIO" application. The form is divided into two main sections: "Personal Details" and "Contact Information".

Personal Details Section:

- Applicant Name:** Fields for First Name, Middle Name, and Last Name.
- Father's Name:** Fields for Father's First Name, Middle Name, and Last Name.
- Place of Birth:** Field for Enter Birth Place.
- Date of Birth:** Field for Enter Select Date of Birth.
- PNV number:** Field for Enter PNV No.

Contact Information Section:

- Permanent Address:** Fields for Enter Permanent Address and Pin Code.
- State:** Dropdown menu for State selection.
- District:** Field for District selection.
- Telephone with STD code:** Field for Enter Telephone.
- Fac:** Field for Enter Fax.
- Correspondence Address:** Fields for Enter Correspondence Address and Pin Code.
- State:** Dropdown menu for State selection.
- District:** Field for District selection.
- Telephone with STD code:** Field for Enter Telephone.
- Fac:** Field for Enter Fax.

At the bottom of the form, there are fields for Registered Email Address (example: smadhukara2000@yahoo.com) and Registered Mobile No. (example: 989890115). A "Save" button is located at the bottom right of the form.

Applicant can enter Personal details and Contact Details in this screen
All the fields are self explanatory

Mandatory fields are marked with (*)

Applicant need to upload files containing recent passport photograph, Age proof, and PAN Card

Registered email and Mobile number are displayed.

Pl check all fields for correct input before clicking <Save>

Click <Next> to enter Education qualification Details

5.2 Filling Educational Qualifications

Education Qualification Details

Educational Qualifications

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

Name of University / Institute: * ABC Institute
 Country: * India
 Place: * Bihar
 Degree/Course: * BSC
 Year of Passing: * 1969
 Subject/ Specialization: * Maths
 Percentage: * 98

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

S.No	Name of University/Institute	Country	Place	Degree/Course	Year of Passing	Subject	Percentage	Document	Edit	Delete
1	xyz university	India	Delhi	MBA	1975	Marketing	78.5	View	<input type="button" value="EDIT"/>	<input type="button" value="Delete"/>
2	PQR Institute of Technology	India	Chennai	ETech	1972	Computer Science	67	View	<input type="button" value="EDIT"/>	<input type="button" value="Delete"/>

Multiple educational qualifications can be added in this screen. However uploading certificate for each qualification is mandatory

<Delete> and <Edit> options are available for each of the qualification details

Click <Next> to enter Income qualification Details

5.3 Filling Income Details

Income Details (Professional Income/emoluments)

* Marked fields are Mandatory to input data

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

Please upload copy of latest ITR(max file size:1mb) * No file chosen

S.No	Assessment Year	Professional Income/emoluments (figures in lakh)	Income Proof	Delete
1	2022 - 2023	3623455	View	<input type="button" value="Delete"/>

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

Applicant can add income details and upload latest ITR as proof of income/emoluments

Applicant can add either 2022-23 or 2023-24 ITR. Existing ITR must be deleted to add new ITR details

Click <Next> to enter Experience Details.

5.4 Filling Experience Details

Profile Details
Educational Qualifications
Income Details
Experience Details
Complete

Enrollment details * Marked fields are Mandatory to input data

Date of enrollment: * Name of bar where enrolled *
Bar council of Delhi

Registration Number * Please upload Bar certificate document(max file size:1mb, only .pdf format) No file chosen [View](#)

Relevant years of practice at bar :

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

Period from: * Period to: *

Name of Court: * Nature of Case (Max 50 words): *

Please upload document in support of case orders(max file size:1mb, .pdf format only) No file chosen

S.No	Period From	Period To	Court Name	Nature of Case	Uploaded Document	Delete
1	09/05/2023	01/08/2023	testing the nature of thecase	delhi high court	View	<input type="button" value="Delete"/>

0 Years 2 Months

Applicant can enter his enrolment details in bar council and details related to practice at bar. Applicant can add more details related to his experience in different cases he dealt with. It is required to upload documents in support viz. case orders

Click <Next> to enter further Experience Details. Viz.

5.5 Partnerships and Criminal Cases dealt

If a partner in a firm, names(s) of the firm(s) and others partners

Any criminal cases dealt with during last five years as an Advocate

Profile Details | Educational Qualifications | Income Details | **Experience Details** | Complete

If a partner in a firm, names(s) of the firm(s) and others partners yes

Name of the firm: Enter Firm Name
 Name(s) of other Partner: Enter Partner(s) Name

[Save/ Add More](#)

S.No	Firm Name	Partner Name(s)	Delete
1	PQR firm	Mr and Mrs. Kannan	Delete
2	abcd firm	Mr. xyz and Mr. ASV	Delete

Any criminal cases dealt with during last five years as an Advocate yes

Title: Veerappan Case
 Details: Provided Legal suggestions to STF Tamilnadu and Karnataka

[Save/ Add More](#)

S.No	Title	Case Details	Delete
1	Veerappan Case	Provided Legal suggestions to STF Tamilnadu and Karnataka	Delete

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

Click <Next> to enter further Experience Details. Viz.

5.6 Experience in cases under CA, CL, Tribunals and DA

Particulars of experience in handling prosecution cases under Company Act and Fiscal offences under Criminal Law

- a) Prosecution cases under Company Act
- b) Fiscal Offences under Criminal Law

Particulars of experience in handling fiscal matters before Tribunals/ Disciplinary

- a) Fiscal Matters before Tribunal
- b) Fiscal Matters before Discipline authority

Profile Details | Educational Qualifications | Income Details | **Experience Details** | Complete

Brief particulars of experience in handling prosecution cases under Company Act and Fiscal offences under Criminal Law

Category: Fiscal offences under Criminal Law
 Forum: Enter Forum

Details of such cases: Enter Details of reported cases/Unreported Cases
 Upload Document(max file size limit, pdf format only) [Choose file](#) No file chosen

[Save/ Add More](#)

S.No	Category	Forum	Details	Document	Delete
1	Fiscal offences under Criminal Law	Fiscal forum	Test Details		Delete
2	Prosecution cases under Companies Act	Mbc forum	Details		Delete

Brief particulars of experience in handling fiscal matters before Tribunals/ Disciplinary

Category: Fiscal matters before Disciplinary Authorities
 Forum: Enter Forum

Details of such cases: Enter Details of reported cases/Unreported Cases
 Upload Document(max file size limit, pdf format only) [Choose file](#) No file chosen

[Save/ Add More](#)

S.No	Category	Forum	Details	Document	Delete
1	Fiscal matters before Disciplinary Authorities	Cases under Company	Details		Delete

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

Click <Next> to enter preferences of work and place

5.7 Preference of Forum and Location

Preference for Forum

Save/ Add More

Preference No.	Preference for Forum	Delete
1	ICSI	Delete
2	National Company Law Tribunal	Delete

Preference for Location

Save/ Add More

Preference No.	Preference for Location	Delete
1	New Delhi	Delete
2	Hyderabad	Delete

<< Back
save
Next >>

Click <Next> to give verification , undertaking and to upload the signature

5.8 Verification and Undertaking

Please upload signature:(max file size 80kb, .jpg, .jpeg format only) *

No file chosen
Click to upload

VERIFICATION

I, Sangadi Madhu S/o/D/o/W/o Sangadi Venkata Satyanarayana do hereby declare that whatever has been stated in the above application is true to the best of my knowledge and belief.

Date: *

Signature

Place: *

UNDERTAKING

I, Sangadi Madhu S/o/D/o/W/o Sangadi Venkata Satyanarayana do hereby declare that if engaged by the Department, I shall fully abide by the terms and conditions of the engagement

Date: *

Signature

Place: *

Save as Draft

<< Back
Final Submit
Preview form

<Save Draft> Allows you to save the application in draft mode and can make changes before final submit

<Preview form> This can be used to preview the form in draft mode before final submission

Draft Application of Empanelment of Counsels for SFIO

Registration Number: _____

Personal Details

First Name: **Sangadi** Middle Name: _____ Last Name: **Madhu** 

Father's First Name: **Sangadi** Middle Name: **Venkata** Last Name: **Satyanarayana**

Date of Birth: **28/12/1998** Age: **24 Years** Age Proof [View](#)

PAN number: **ACDPS2233C** Pan Card [View](#)

Contact Information

Permanent Address: **55 Ratnakar Apartments, Sector 4 Dwarka, New Delhi, Delhi, India** State: **Delhi** District: **North**
 Pin Code: **110075** Telephone with STD code: _____ Fax: _____

Correspondence Address: **55 Ratnakar Apartments, Sector 4 Dwarka, New Delhi, Delhi, India** State: **Delhi** District: **North**
 Pin Code: **110075** Telephone with STD code: _____ Fax: _____

Registered Email Address: **smadhukars2000@yahoo.com** Registered Mobile No: _____

Educational Qualifications

S.No	Name of University/Equivalent Institute	Country Place	Degree/Course	Year of Passing	Subject	Percentage	Document
1	xyz university	India Delhi	MBA	1975	Marketing	78.5	View

<View> button is provided for viewing all the documents that were uploaded.

<Final Submit> After finalising and submitting the application using this button you are not allowed to make any changes in the application.

The screenshot shows the application form interface with a warning dialog box from 'apptbmembermca.gov.in' stating: 'Kindly note that the form cannot be edited after final submission. Do you want to submit the application form?'. Below the dialog, there is a 'Signature' field with a signature image. At the bottom, there are three buttons: '<< Back' (red), 'Final Submit' (teal), and 'Preview Form' (red).

After submission of the form an unique application number is generated for future references.

The screenshot displays the 'Empanelment of Counsels' web application. At the top, a notification box from 'apptbmembermca.gov.in' states: 'Your Online Application Form for the Post of Special Company Prosecutor Panel Counsel Member having application no SF10M202308094312 has been successfully submitted.' Below this, a navigation bar includes links for Home, Application form, View/Print application form, Change Password, and Instructions for applying online. A secondary bar contains buttons for Profile Details, Educational Qualifications, Income Details, Experience Details (highlighted in orange), and Complete. The main content area shows a signature upload prompt: 'Please upload signature:(max file size 80kb, .jpg, .jpeg format only) *'. A 'Choose File' button is present, with 'No file chosen' displayed next to it. A green 'Click to upload' button is also visible. Below this is a blue 'VERIFICATION' header. The text reads: 'I, Sangadi Madhu S/o/D/o/W/o Sangadi Venkata Satyanarayana do hereby declare that whatever has been stated in the above application is true to the best of my knowledge and belief.' There are input fields for 'Date: *' (containing '09/08/2023') and 'Place: *' (containing 'delhi'). To the right, a 'Signature' label is above a dark image placeholder. A second blue 'UNDERTAKING' header follows, with the text: 'I, Sangadi Madhu S/o/D/o/W/o Sangadi Venkata Satyanarayana do hereby declare that if engaged by the Department, I shall fully abide by the terms and conditions of the engagement'. Below this, there are input fields for 'Date: *' (containing '09/08/2023') and a 'Signature' label above a dark image placeholder.

6. View/Print Application Form

The submitted application can be viewed/Printed us the option View/Print Application Form for reference purpose

Home	Application form	View/Print application form	Change Password	Instructions for applying online
Empanelment of Counsels for SFIO				
<div style="background-color: #4CAF50; color: white; padding: 5px; display: inline-block; margin-bottom: 5px;">Print</div> Registration Number: SFIOM202308094312				
Personal Details				
First Name: Sangadi	Middle Name:	Last Name: Madhu		
Father's First Name: Sangadi	Middle Name: Venkata	Last Name: Satyanarayana		
Date of Birth: 28/12/1998	Age: 24 Years	Age Proof View		
PAN number: ACDPS2233C	Pan Card View			
Contact Information				
Permanent Address: 55 Ratnakar Apartments, Sector 4 Dwarka, New Delhi Delhi India		State: Delhi	District: North	