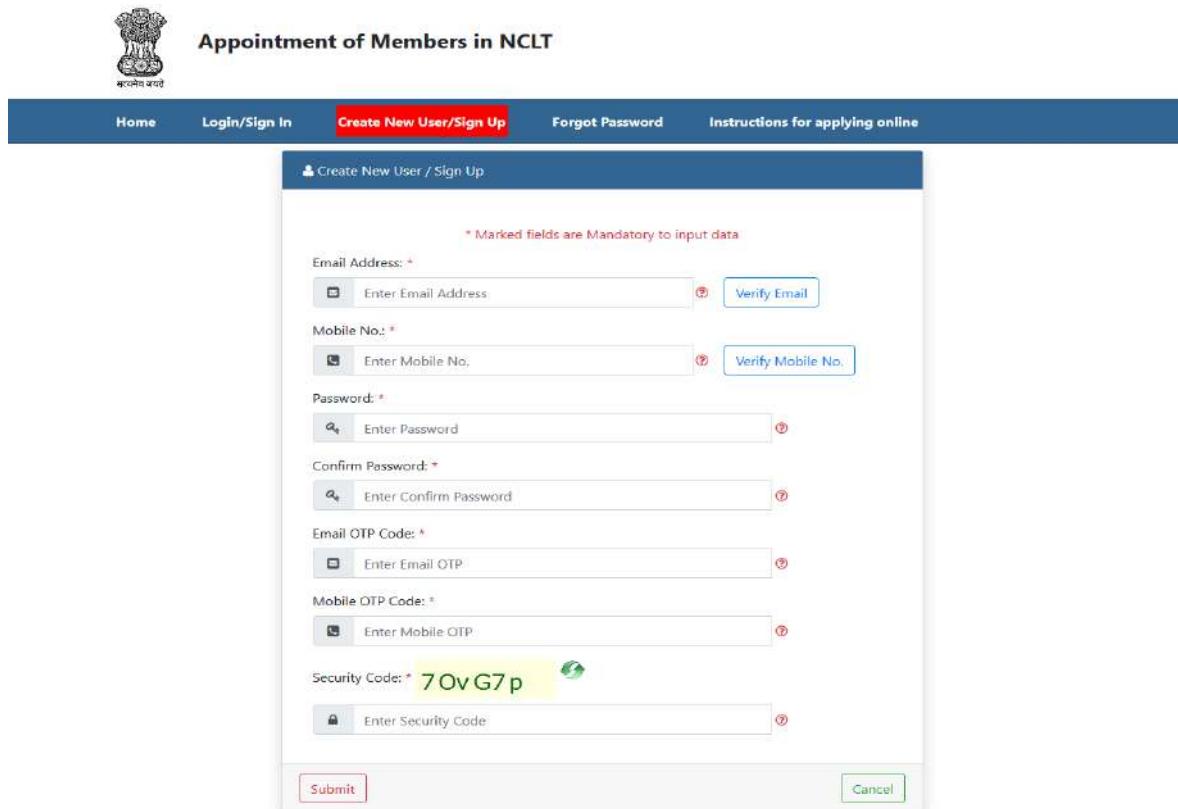
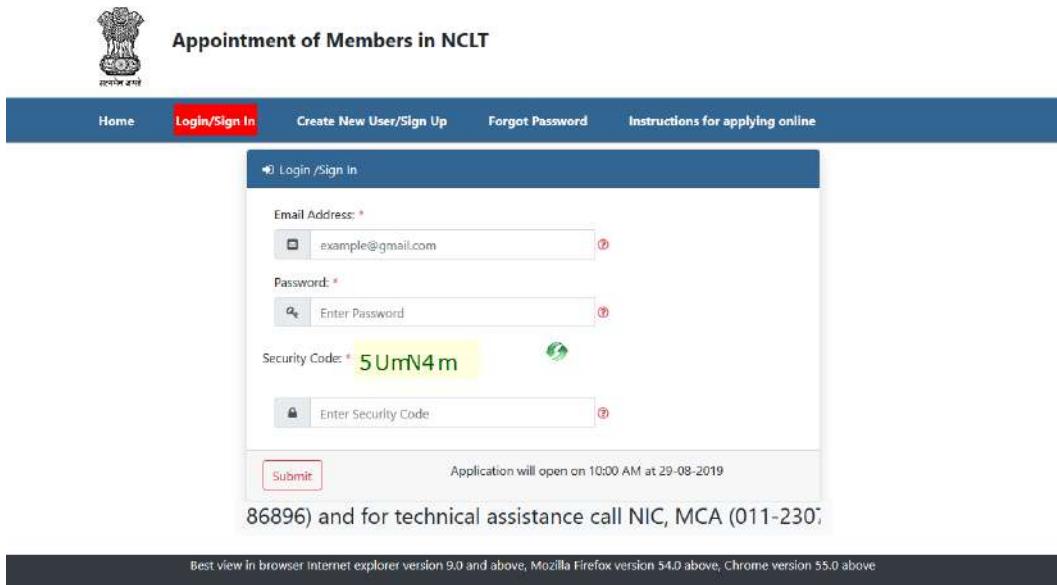


## **INSTRUCTIONS FOR FILLING ONLINE APPLICATION FOR THE POST OF MEMBERS IN NCLT**

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.



The screenshot shows the 'Appointment of Members in NCLT' website. At the top, there is a logo of the National Commission for Land Tribes (NCLT) and the text 'Appointment of Members in NCLT'. Below the logo, a navigation bar with links for 'Home', 'Login/Sign In', 'Create New User/Sign Up' (which is highlighted in red), 'Forgot Password', and 'Instructions for applying online'. The main content area is titled 'Create New User / Sign Up'. It contains several input fields with validation messages: 'Email Address: \*' (with a note 'Marked fields are Mandatory to input data'), 'Mobile No.: \*', 'Password: \*', 'Confirm Password: \*', 'Email OTP Code: \*', and 'Mobile OTP Code: \*'. Each input field has a 'Verify' button next to it. Below these fields is a 'Security Code' field containing '70vG7p' with a green CAPTCHA image. A 'Submit' button is at the bottom left, and a 'Cancel' button is at the bottom right.



Appointment of Members in NCLT

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

✉ Login /Sign In

Email Address: \*

example@gmail.com

Password: \*

Enter Password

Security Code: \* 5UmN4m

Enter Security Code

Submit Application will open on 10:00 AM at 29-08-2019

86896) and for technical assistance call NIC, MCA (011-230

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

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”

[Profile Details](#) [Educational Qualifications](#) [Income Details](#) [Present Occupation](#) [Experience Details](#) [Complete](#)

\* Marked fields are mandatory to input data

**Personal Details**

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

First Name: \*

Middle Name:

Last Name:

Please upload recent photograph(max file size 80kb, jpg format only) \*

No file selected.

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

Father's First Name: \*

Middle Name:

Last Name:

Place of Birth: \*

Date of Birth: \*

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

No file selected.

PAN number: \*

Enter PAN No

**Contact Information**

Permanent Address: \*

State: \*

--Select State--

District: \*

--Select--

Pin Code: \*

Telephone with STD code:

Fax:

Correspondence Address: \*

State: \*

--Select State--

District: \*

East

Pin Code: \*

Telephone with STD code:

Fax:

Registered Email Address:

Registered Mobile No:

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”.

**Educational Qualifications**

\* Marked fields are mandatory to input data

**Higher Qualification first**

Name of University / Institute: \*

Institution / College: \*

Country: \*

Place: \*

Degree/Course: \*

Year of Passing: \*

Major Subject : \*

Minor Subject:

Percentage/Grading: \*

Division: \*

Please Upload Educational Degree/Certificate:(max file size:1mb, .pdf format only) \*

No file selected.

S.No	Name of University	Name of Institution	Country Name	Place	Degree	Year of Passing	Subject	Grade	Division	Upload Document	Edit	Delete
1	Delhi University	PGDAV	India	Delhi	Eng Hons	2015	sfsdf cbc	91	First with Distinction	<a href="#">View</a>	<a href="#">EDIT</a>	<a href="#">Delete</a>

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”.

\* Marked fields are Mandatory to input data

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) *																					
<input type="button" value="Browse..."/> No file selected.																					
<input type="button" value="Save"/>																					
<table border="1"> <thead> <tr> <th>S.No</th> <th>Assessment Year</th> <th>Professional Income/emoluments for the last 3 years (figures in lakh)</th> <th>Income Proof</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2019 - 2020</td> <td>1.00</td> <td><a href="#">View</a></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>2</td> <td>2018 - 2019</td> <td>1.00</td> <td><a href="#">View</a></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>3</td> <td>2015 - 2016</td> <td>1.00</td> <td><a href="#">View</a></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table>		S.No	Assessment Year	Professional Income/emoluments for the last 3 years (figures in lakh)	Income Proof	Delete	1	2019 - 2020	1.00	<a href="#">View</a>	<input type="button" value="Delete"/>	2	2018 - 2019	1.00	<a href="#">View</a>	<input type="button" value="Delete"/>	3	2015 - 2016	1.00	<a href="#">View</a>	<input type="button" value="Delete"/>
S.No	Assessment Year	Professional Income/emoluments for the last 3 years (figures in lakh)	Income Proof	Delete																	
1	2019 - 2020	1.00	<a href="#">View</a>	<input type="button" value="Delete"/>																	
2	2018 - 2019	1.00	<a href="#">View</a>	<input type="button" value="Delete"/>																	
3	2015 - 2016	1.00	<a href="#">View</a>	<input type="button" value="Delete"/>																	
<input type="button" value="&lt;&lt; Back"/> <span style="float: right;"><input type="button" value="Next &gt;&gt;"/></span>																					

**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.

\* Marked fields are Mandatory to input data

Present Occupation

Present occupation/Profession/Service:	Select name of court where serving / last served : *
<input type="text" value="High Court Judges"/>	<input type="text" value="Himachal Pardesh High Court"/>
Service type: *	
<input type="text" value="In service"/>	
<input type="button" value="Save"/>	
<input type="button" value="&lt;&lt; Previous"/> <span style="float: right;"><input type="button" value="Next &gt;&gt;"/></span>	

\* Marked fields are Mandatory to input data

### Present Occupation

Present occupation/Profession/Service:

District Court Judges

Service type: \*

In service

Name of court where serving / last served: \*

Enter name of court where serving / last served

<< Previous

Save

Next >>

\* Marked fields are Mandatory to input data

### Present Occupation

Present occupation/Profession/Service:

Advocate

Select Practicing / Non Practicing: \*

Practicing

<< Previous

Save

Next >>

\* Marked fields are Mandatory to input data

### Present Occupation

Present occupation/Profession/Service:

Others

Name of present/last post/position held: \*

Enter name of present/last post/position held

Name of organisation: \*

Enter name of organisation

Select payscale/ monthly emoluments: \*

--Select--

<< Previous

Save

Next >>

**(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.

**Present Occupation**

Present occupation/Profession/Service: ^

**Govt Service**

Service type: \*

Presently working/Last employed with: \*

Name of service:

Name of organisation presently working / last worked: \*

Cadre in case of All India Service( IAS, IPS, IFS )

Present Post/ Last Post Held (in case of Retired): \*

Whether the post is equivalent to Additional Secretary (AS) and above on regular basis in Govt. of India: \*

Yes     No

Whether 7th CPC is applicable or not: \*

Yes     No

Level as per 7th CPC \*

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

### Present Occupation

Present occupation/Profession/Service: \*

Central Public Sector Enterprises

Central Public Sector Enterprises:

Service type: \*

--Select--

Name of Central Public Sector Enterprises: \*

Enter name of Central Public Sector Enterprises

Schedule: \*

--Select--

Board Level: \*

--Select--

Whether 3rd PRC is applicable or not: \*

Yes       No

<< Back

Save

Next >>

\* Marked fields are Mandatory to input data

### Present Occupation

Present occupation/Profession/Service: \*

State Govt PSU

State Government PSU

Service type: \*

--Select--

Name of State Government PSU: \*

Enter name of State Government PSU

Board Level: \*

--Select--

Whether 3rd PRC is applicable or not: \*

Yes       No

<< Back

Save

Next >>

### Present Occupation

Present occupation/Profession/Service: \*

Professionals

professionals

Select Category\*

--Select--

Self Employed/ Employed /Practicing:\*

--Select--

Remuneration Per Month/ Professional Income: \*

Enter Remuneration Per Month

Actual Year Of Experience: (In Years)\*

Enter Actual Year of Experience (In Years)

<< Back

Save

Next >>

### Present Occupation

Present occupation/Profession/Service: \*

Banks

Service Type: \*

--Select--

Name of present/last post/position held: \*

Enter name of present/last post/position held

Name of organisation: \*

Enter name of organisation

Address of Work place: \*

Enter Address of Work place

Select payscale/ monthly emoluments: \*

--Select--

[<< Back](#)

[Save](#)

[Next >>](#)

### Present Occupation

Present occupation/Profession/Service: \*

Financial institution

Financial institution

Service Type: \*

--Select--

Name of present/last post/position held: \*

Enter name of present/last post/position held

Name of organisation: \*

Enter name of organisation

Address of Work place: \*

Enter Address of Work place

Select payscale/ monthly emoluments: \*

--Select--

[<< Back](#)

[Save](#)

[Next >>](#)

### Present Occupation

Present occupation/Profession/Service: \*

Tribunals

Tribunals

Service Type: \*

--Select--

Name of present/last post/position held: \*

Enter name of present/last post/position held

Name of organisation: \*

Enter name of organisation

Address of Work place: \*

Enter Address of Work place

Select payscale/ monthly emoluments: \*

--Select--

[<< Back](#)

[Save](#)

[Next >>](#)

**Present Occupation**

Present occupation/Profession/Service: \*

Courts

Courts

Service Type: \*

--Select--

Name of organisation: \*

Enter name of organisation

Select payscale/ monthly emoluments: \*

--Select--

<< Back

Save

Next >>

**Present Occupation**

Present occupation/Profession/Service: \*

Others

Others

Service Type: \*

--Select--

Name of organisation: \*

Enter name of organisation

Select payscale/ monthly emoluments: \*

--Select--

<< Back

Save

Next >>

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.**

**Experience as per Eligibility**

Select relevant Category (Para For Eligibility): \* \* Marked fields are Mandatory to input data

(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: \* Enter Period From Calendar icon

Position held: \* --Select-- Down arrow icon

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

Period to: \* Enter Period To Calendar icon

Name of High Court: \* --Select-- Down arrow icon

Please upload document in support of experience:(max file size:1mb, .pdf format only)  
Browse... No file selected.

**Save Above Information/ Add More**

**Other Relevant experience apart from above**  Yes

Period From\* Enter Period From Calendar icon

Designation /Position Held\* Enter Designation /Position Held

Nature of duty/ field of experience\* Enter nature of duty/ field of experience

Period To\* Enter Period To Calendar icon

Name of Organisation / Court\* Enter Name of Organisation / court

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 >>**

### Experience as per Eligibility

\* Marked fields are Mandatory to input data

Select relevant Category (Para For Eligibility): \*

(b) Is, or has been, a District Judge for at least five years, or

Para (b) Is, or has been, a District Judge for atleast five years, or

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

It is certified that i have served as District Judge for minimum period of 5 years \*

Yes       No

Period from: \*

Enter Period From



Period to: \*

Enter Period To



District Court Judge: \*

--Select--

Enter Court Name: \*

Enter Court 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) \*

[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 >>](#)

**Experience as per Eligibility**

\* Marked fields are Mandatory to input data

Select relevant Category (Para For Eligibility): \*

(c) has, for at least ten years been an advocate of a court

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

Explanation - For the purposes of clause (c), in computing the period during which a person has been an advocate of a court, there shall be included any period during which the person has held judicial office or the office of a member of a tribunal or any post, under the Union or a State, requiring special knowledge of law after he become an advocate.

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

<p>Date of enrollment: *</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>	<p>Name of bar where enrolled *</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>										
<p>Date of Practice (from) *</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>	<p>Date of Practice (to) *</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>										
<p>Name of court/place before whom practice *</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>	<p>Nature of practice *</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>										
<p>Please upload Bar/certificate document(max file size:1mb, only .pdf format) *</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Browse...</span> <span style="color: red;">No file selected.</span>											
<input style="width: 100%; background-color: #0070C0; color: white; border: none; padding: 5px; border-radius: 5px;" type="button" value="Save Above Information/ Add More"/>											
<p><b>Other Relevant experience apart from above</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Period From*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span> </td> <td style="width: 50%;"> <p>Period To*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span> </td> </tr> <tr> <td> <p>Designation /Position Held*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span> </td> <td> <p>Name of Organisation / Court*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span> </td> </tr> <tr> <td> <p>Nature of duty/ field of experience*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span> </td> <td> <p>Pay scale / Monthly emoluments*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span> </td> </tr> <tr> <td colspan="2"> <p>Please upload document in support of experience:(max file size:1mb, .pdf format only)*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Browse...</span> <span style="color: red;">No file selected.</span> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input style="width: 100%; background-color: #0070C0; color: white; border: none; padding: 5px; border-radius: 5px;" type="button" value="Save Other Experience/ Add More"/> </td> </tr> </table>		<p>Period From*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>	<p>Period To*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>	<p>Designation /Position Held*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>	<p>Name of Organisation / Court*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>	<p>Nature of duty/ field of experience*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>	<p>Pay scale / Monthly emoluments*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Select</span>	<p>Please upload document in support of experience:(max file size:1mb, .pdf format only)*</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text"/> <span style="float: right; border: 1px solid #ccc; padding: 0 5px; border-radius: 5px;">Browse...</span> <span style="color: red;">No file selected.</span>		<input style="width: 100%; background-color: #0070C0; color: white; border: none; padding: 5px; border-radius: 5px;" type="button" value="Save Other Experience/ Add More"/>	
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<input style="width: 100%; background-color: #E0E0E0; border: none; padding: 5px; border-radius: 5px;" type="button" value=" &lt;&lt; Back"/>	<input style="width: 100%; background-color: #0070C0; color: white; border: none; padding: 5px; border-radius: 5px;" type="button" value=" Save"/>	<input style="width: 100%; background-color: #E0E0E0; border: none; padding: 5px; border-radius: 5px;" type="button" value=" Next &gt;&gt;"/>									

**(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 7<sup>th</sup> 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.

\* Marked fields are Mandatory to input data

### Experience as per Eligibility

Select relevant Category (Para For Eligibility):

(a) has, for atleast 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

For (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

Service: \*

Date of Joining in ICLS or ILS Service: \*

### Details of Experience

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

Period From \*

Period To \*

Name of organisation: \*

Position /Designation: \*

Place of Posting: \*

Pay Scale as per 7 CPC \*

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

Please upload proof of relevant experience: \*(max file size:1mb, only .pdf format)  
 No file selected.

\* Marked fields are Mandatory to input data

### Experience as per Eligibility

Select relevant Category (Para For Eligibility):

**(b) is, or has been, in practice as Chartered Accountant for at least fifteen years**

for (b) is, or has been, in practice as Chartered Accountant for at least fifteen years

(a) Date of membership/ registration: \*

Date of Membership/registration

Please upload membership/registration document:(max file size:1mb) \*

No file selected.

Certificate number of practice: \*

Enter Certificate Number

Date issue of certificate of practice: \*

Enter date issue of certificate of practice

Please upload certificate of practice:(max file size:1mb) \*

No file selected.

Whether presently practicing or not: \*

Yes  No

Whether is facing/ has faced any disciplinary proceeding for professional or other misconduct:

Yes  No

### Details of Experience

**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)

Name of firm/organization: \*

Enter name of firm/Organization

Position held /designation: \*

Enter position held /designation

Details of nature of practice: \*

Enter Details of nature of practice

Monthly emoluments: \*

Enter monthly emoluments

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

Enter nature of duty

Please upload proof of relevant experience: \*(max file size:1mb, only .pdf format)

No file selected.

<< Back  Next >>

\* Marked fields are Mandatory to input data.

### Experience as per Eligibility

Select relevant Category (Para For Eligibility):

(c) is, or has been, in practice as Cost Accountant for at least fifteen years

for (c) is, or has been, in practice as Cost Accountant for at least fifteen years

(a) Date of membership/ registration: \*

Date of Membership/registration

Please upload membership/registration document:(max file size:1mb) \*

No file selected.

Certificate number of practice: \*

Enter Certificate Number

Date issue of certificate of practice: \*

Enter date issue of certificate of practice

Please upload certificate of practice:(max file size:1mb) \*

No file selected.

Whether presently practicing or not: \*

Yes  No

Whether is facing/ has faced any disciplinary proceeding for professional or other misconduct:

### Details of Experience

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)

Name of firm/organization: \*

Enter name of firm/Organization

Position held /designation: \*

Enter position held /designation

Details of nature of practice: \*

Enter Details of nature of practice

Monthly emoluments: \*

Enter monthly emoluments

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

Enter nature of duty

Please upload proof of relevant experience: \*(max file size:1mb, only .pdf format)

No file selected.

\* Marked fields are Mandatory to input data

### Experience as per Eligibility

Select relevant Category (Para For Eligibility):

**(d) is, or has been, in practice as Company Secretary for at least fifteen years**

for (dis, or has been, in practice as Company Secretary for at least fifteen years)

(a) Date of membership/ registration: \*

Please upload membership/registration document:(max file size:1mb) \*  No file selected.

(b) Certificate number of practice: \*

Date issue of certificate of practice: \*

Please upload certificate of practice:(max file size:1mb) \*  No file selected.

Whether presently practicing or not: \*  Yes  No

Whether is facing/ has faced any disciplinary proceeding for professional or other misconduct: \*  Yes  No

### Details of Experience

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

Period (from): \*

Period(to): \*

Name of firm/organization: \*

Position held /designation: \*

Details of nature of practice: \*

Monthly emoluments: \*

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

Please upload proof of relevant experience: \*(max file size:1mb, only .pdf format)  No file selected.

\* Marked fields are Mandatory to input data

### Experience as per Eligibility

Select relevant Category (Para For Eligibility):

(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

For (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

I certify that I am a person of proven ability, integrity and standing having special knowledge and professional experience

**Save**

### Details of Experience

**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  

Relevant field of experience: \*

--Select--

Name of Organisation: \*

Enter name of organisation

Position held: \*

Enter position held

Monthly emoluments / Pay / Pay Level: \*

Enter monthly emoluments

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

Enter nature of duty

Please upload relevant proof of experience: \*(max file size:1mb, only .pdf format)

No file selected.

**Save Above Information/Add More**

**<< Back**

**Submit**

**Next >>**

\* Marked fields are Mandatory to input data

### Experience as per Eligibility

Select relevant Category (Para For Eligibility):

(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 to 15)

For (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 to 1947)

It is certified that I have 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)

**Save**

### Details of Experience

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

Period From: \*

Period From  

Period To: \*

Period To  

Select category: \*

--Select--

Name of Court/ Tribunal and place: \*

Enter name of court and place

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

Enter nature of duty

Please upload relevant proof of experience: \*(max file size:1mb, only .pdf format)

No file selected.

**Save Above Information/Add More**

**<< Back**

**Submit**

**Next >>**

## Complete Form

Kindly note that the form once completed cannot be edited.

\* Marked fields are Mandatory to input data

**Complete**

Any other special qualifications/experience/publication of the applicant useful to NCLT (MAX 250 words):

Notice Period required for joining: (No of days) \*

It is certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post as and when framed by the Government

Agree

Date: \*

28/08/2019

Place: \*

New Delhi

**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. 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 24<sup>th</sup> 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 24<sup>th</sup> Oct, 2019.