

General Information

For the Posts of Section Officer

1.0 Introduction

- 1.1 The Punjab Public Service Commission (PPSC) has been established under Article 315 of the Constitution of India, with the basic purpose of recruiting officials in various departments of the Government as per the requisitions sent by the Government in this regard from time to time.
- 1.2 The Punjab Public Service Commission invites Online Applications from eligible Candidates for recruitment to One Hundred Twenty Six Posts of Section Officer in the Department of Finance (Treasuries and Accounts) Government of Punjab.

Note: This Advertisement is being published as per requisition received from the Department of Finance (Treasuries and Accounts) Government of Punjab vide letter No. TA(S-3)/PPSC/Syllabus 2012/3, 1522 and 2813 dated 01/01/2013, 08/02/2013 and 18/03/2013 and is subject to any modification or amendment that may be made by the Government subsequently.

2.0 Vacancies

- 2.1 The number of vacancies to be filled for the Post of Section Officers is given in the table below:

Sr. No.	Nomenclature of the post	Number of posts
1	SECTION OFFICER	126

- 2.2 Category Wise Breakup of the Posts is given below:

Sr. No.	Category Code	Name of Category	No. of Post
1	71	General	62
2	72/73	ESM/LDESM, Punjab	09
3	74	Freedom Fighter, Punjab	01
4	75	Sports Person, Punjab	03
5	76-A	Visually Impaired	02
	76-B	Hearing Impaired	01
	76-C	Orthopaedically Disabled	01
6	77	S.C. Others, Punjab	13
7	78/79	S.C.ESM/LDESM, Pb.	03
8	80	S.C. Sports Person, Pb.	01
9	81	Balmiki/Mazhbi Sikh, Punjab	13
10	82/83	Balmiki/Mazhbi Sikh ESM/LDESM, Punjab	02
11	84	Balmiki/Mazhbi Sikh Sports Person, Punjab	00
12	85	Backward Classes, Punjab	13
13	86/87	B.C. ESM/LDESM, Pb.	02
Total			126

- 2.3 The Candidates should indicate in the Application Form, the reserve category for which they want to be considered. CATEGORY ONCE GIVEN BY THE CANDIDATE CANNOT BE CHANGED DURING THIS SELECTION PROCESS. The number of vacancies and reservation of posts is liable to alteration without any notice.

3.0 Pay Scale: Rs. 10300-34800 + 5000/- Grade Pay

4.0 Essential Qualification

- 4.1 M.Com. Degree in first division
OR
B.Com. with (ICWA) Inter / C.A. Inter / C.S. Inter from a recognised University/ Institution
- 4.2 Punjabi of Matric or its equivalent Standard.

5.0 Age

- 5.1 Candidate should not be below 18 years and above 38 years of age on the 1-1-2013.
- 5.2 Upper age limit may be relaxed up to 48 years for all States/ Central Government employees.
- 5.3 The Upper age limit is relaxed upto 43 years for Scheduled Castes of all States and Backward Classes of Punjab only.
- 5.4 Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, he shall be deemed to satisfy the condition regarding age limit.
- 5.5 Upper age limit is also relaxed upto 43 years for Widows, Divorcees and certain other Categories of Women.
- 5.6 Upper age limit is also relaxed upto 48 years for Physically Handicapped of Punjab.

6.0 The Commission shall hold a competitive examination, as per the syllabus notified by the Department of Finance (Treasuries and Accounts).

6.1 General Information about Competitive Examination

The Competitive Examination shall consist of two Papers of Multiple Choice Objective type questions (which can be scrutinized by computer):

- i. Paper-I
- ii. Paper-II

<u>Paper</u>	<u>Syllabus</u>	<u>No. of Questions</u>	<u>Maximum Marks</u>
Paper-I	Semester ó I & Semester ó II of M.Com. (Prescribed by Punjabi University, Patiala).	100	200
Paper-II	Semester ó III & Semester ó IV of M.Com. (Prescribed by Punjabi University, Patiala).	100	200

6.2 The schedule for this Examination is as under:-

<u>Paper</u>	<u>Date of Examination</u>	<u>Time of Examination</u>	<u>Duration of Examination</u>
Paper-I	12 th May, 2013	11:00 AM to 12:30 PM	90 Minutes
Paper-II	12 th May, 2013	02:00 PM to 03:30 PM	90 Minutes

***Note: PPSC reserves the right to alter the schedule if situation warrants the same.**

6.3 DETAILS OF COMPETITIVE EXAMINATION

- i Each Paper shall consist of 100 questions and each question shall carry 02 marks and for every wrong answer 1 mark shall be deducted. There will, however, be no negative marking in respect of un-attempted questions.
- ii The objective type multiple choices questions for the Competitive Examination shall be from the syllabus of M.Com. (I, II, III and IV Semester) prescribed by Punjabi University, Patiala. The candidates shall be expected to have a general and basic overview of the Commerce subjects and also the ability to answer questions. The standard of questions shall be of Postgraduate level.
- iii The Papers are required to be attempted in English language only.
- iv The minimum qualifying marks shall be 40% for all categories including reserve category candidates.
- v No candidate shall be credited with any marks in any paper unless he/she obtains at least 40% in it.
- vi The object of the Competitive Examination is to shortlist candidates for interview. No candidate shall be allowed to appear in the Interview unless he/she secures minimum 160 marks (read 40% for all categories including reserved category candidates) in the Competitive Examination out of 400 marks. The marks obtained in the Competitive Examination shall be counted towards final Merit. Candidate's equal to three times the number of vacancies advertised, in order of their merit in the respective categories, shall be eligible for Interview. However,

this number shall be subject to variation, if two or more candidates at the last number (the number at the end) get equal marks, then all of them shall be considered eligible, warranting the corresponding increase in the stipulated ratio.

- vii The candidates applying for the Competitive Examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Competitive Examination and Viva-Voce(Interview) will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on checking at any time before or after the Competitive Examination, Viva-Voce (Interview), it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/ her liable for disqualification.
- viii Candidates who are employed should submit hard copy of the Application Form to the office of Punjab Public Service Commission under intimation to their employer at this stage.
- ix The candidates should note that their admission to the Competitive Examination will be purely provisional based on the information given by them in the Application Form. This will be subject to checking of all the eligibility conditions by the Punjab Public Service Commission. The mere fact that a certificate of admission to the Competitive Examination has been issued to a candidate, will not imply that his candidature has been finally cleared by the Commission or that entries made by the candidate in his application for the Competitive Examination have been accepted by the Commission as true and correct. The original documents/ certificates are required to be produced at the time of interview only.
- x Candidates should ensure that the signatures appended by them in all the places viz. in their Application Form, attendance sheet etc. and in all the correspondence with the Commission should be identical and there should not be any variation of any kind. If any variation is found in the signatures appended by him at different places, his candidature will be liable for cancellation by the Commission.
- xi Only those candidates who are declared successful on the basis of the Competitive Examination shall be called for Interview.

7.0 VIVA VOCE (INTERVIEW)

- (i) The Viva-Voce shall carry **50** marks and final result shall be prepared on the basis of the grand Total of the marks obtained by the candidates in the written **Competitive Examination** and the Viva-Voce. **Updated on 02-04-2013**
- (ii) No candidate shall be called for the Viva-Voce unless he obtains at least 40% qualifying marks in the aggregate of both the Papers.

- (iii) The Viva-Voce shall relate to matters of general interest/ **current affairs and subject and** is intended to test the candidate's alertness, intelligence and general outlook. It shall be conducted in English.

8.0 Nationality

A candidate shall be a:

- i) Citizen of India; or
- ii) Citizen of Nepal; or
- iii) Subject of Bhutan; or
- iv) Tibetan refugee who came over to India before the 1st January 1962, with the intention of permanently settling in India; or.
- v) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) shall be a person in whose favour a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

9.0 Submission of Applications Form

- 9.1 The candidates can ONLY apply by filling Online Application Form, a link of which is available on the website of the Commission www.ppsc.gov.in
- 9.2 The printout of the filled Online Application Form alongwith demand draft and relevant documents must reach office of Secretary, Punjab Public Service Commission at the latest by 5.00 p.m. on 30.04.2013. (It may be noted that the Last date of submitting Online Application Form is 23rd April, 2013 and this is the cutoff date for fulfilling eligibility criteria for the ibid selection . The last date of submission of Print out/ hard copy of the Online Application Form is 30th April, 2013. One week extra time is given only to cater for the travel time of post/ postal delay if any. Candidates are advised to deposit the hard copy of the application by hand at the office of the PPSC to avoid any such delay/ non receipt.
- 9.3 The list of self attested certificates that shall be submitted by a candidate along with the print out of Online Application Form is as follows:
- 1) Proof of Date of Birth Certificate of Matriculation/Higher Secondary.
 - 2) Proof of having passed Punjabi Language.
 - 3) Relevant Degree Certificate.
 - 4) Relevant Detail Marks Card of the following (whichever is/ are applicable) :-
 - i) M.Com
 - ii) B.Com
 - iii) ICWA Inter
 - iv) C.A. Inter
 - v) C.S. Inter
 - 5) Reserve Category Certificate issued by the Competent Authority (If Applicable)
 - 6) Proof of being Govt. Employee. (If Applicable)
 - 7) If ESM
 - i) Date of Enrolment
 - ii) Date of Release/Discharge

- iii) Reason of Release/ Discharge
- 8) LDESM Punjab Certificate (If Applicable).
- 9) Certificate as proof of Age relaxation claim. (If Applicable)
- 10) Certificate as proof of Fee concession. (If Applicable)
- 11) Bank Draft.

9.4 The Candidates SHALL sign the declaration on Page No. 2 of the print out of Online Application Form before submitting the same.

10.0 Application Fee

10.1 The candidates are required to pay the examination fee as mentioned below:

- | | | | |
|--------|---|---|-------------------|
| 10.1.1 | Scheduled Castes/ Scheduled Tribes of all States and Backward Classes of Punjab | : | Rs. 625/- |
| 10.1.2 | Ex-Servicemen of all States | : | No Fee to be paid |
| 10.1.3 | All Others Categories (including Lineal Descendent of Ex-servicemen, Punjab) | : | Rs. 2500/- |
| 10.1.4 | Physically Handicapped of Punjab | : | Rs. 1250/- |

10.2 The candidates entitled to fee concession/exemption MUST submit with their Application Form, a self attested copy of the certificate certifying their claim for fee concession/exemption. Candidates who do not submit such a certificate shall not be entitled to fee concession/exemption under any circumstances.

10.3 The Examination fee must be submitted alongwith the print out of Online Application Form duly signed by the candidate. The Examination fee shall be in the form of SINGLE Demand Draft in original issued by a branch of State Bank of India or State Bank of Patiala, drawn in favour of the Secretary, Punjab Public Service Commission, payable at Patiala. The Application Forms received without a valid Bank Demand Draft or with inadequate examination fee shall be summarily rejected. The examination fee is non-refundable.

10.4 Candidate must write his/her Post Applied For, Registration Number, Name and Address in BLOCK LETTERS on the reverse of the Bank Demand Draft.

11.0 Conditions which may render a candidate ineligible

The following conditions, among others, may render the candidates ineligible:

- a) Insufficient fee;
- b) **Examination fee deposited by means other than a Bank Demand Draft issued by the State Bank of India or State Bank of Patiala;**
- c) Late receipt of print out of Online Application Form;
- d) Wrong/incomplete information given in the Application Form;
- e) Candidates debarred by the PPSC/other Public Service Commissions;
- f) Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.

12.0 Important Note

- 1) Only Scheduled Castes, Backward Classes, Ex-Servicemen/ LDESM, Physically Handicapped, Freedom Fighter & Sports Persons of Punjab domicile are eligible for the benefit of reservation.
- 2) A candidate should indicate the specific category for which he/she wants to be considered and category once opted cannot be changed under any circumstances.
- 3) Prescribed Essential Qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview. **The Commission will call candidates for interview based on their performance in the competitive examination conducted.** Scheduled Caste candidates belonging to other States may fill their category as General Category (Code 71).
- 4) The bank draft attached to the Application Form on account of fee should not have been issued before the date of advertisement.
- 5) The Candidates must attach two self addressed duly stamped envelopes (worth Rs. 42/- on each envelope) each of 24cm.x 11cm. indicating the name of the Post Applied For on the top left corner of envelope.

13.0 Definition of Categories

Candidates should select their categories carefully, because candidates belonging to categories other than category 71 (General), LDESM, Physically Handicapped Punjab, Freedom Fighter Punjab, categories are entitled to fee concession/exemption, age relaxation and job reservation to a candidate. The category once selected by a candidate will not be changed under any circumstances. Candidates should also ensure to submit required certificates issued by the Competent Authority in support of their claim to a particular category.

13.1 Categories and Category Code

<u>Code No.</u>	<u>Category Name</u>
71	General Category
72	ESM, Punjab
73	LDESM, Punjab
74	Freedom Fighter, Punjab
75	Sports Person, Punjab
76	Physically Handicapped, Punjab: A : Visually Impaired B : Hearing Impaired C : Orthopaedically Challenged
77	SC Others, Punjab
78	SC ESM, Punjab
79	SC LDESM, Punjab
80	SC Sports Person, Punjab
81	Balmiki/ Mazhbi Sikh, Punjab
82	Balmiki/ Mazhbi Sikh ESM, Punjab
83	Balmiki/ Mazhbi Sikh LDESM, Punjab
84	Balmiki/ Mazhbi Sikh Sports Person, Punjab
85	BC, Punjab
86	BC ESM, Punjab
87	BC LDESM, Punjab

13.2 CODE FOR AGE RELAXATION (If claimed)

<u>Code No.</u>	<u>Category Name</u>
91	State Government/Central Government Employees.
92	SC/ST Other States
93	Widows & certain other categories of women of Punjab.
94	Physically Handicapped, Punjab.

Note: (1) SC/ST Candidates belonging to other States are required to fill their Post Category as General Category (Code 71). They are entitled only to age relaxation and fee concession but not entitled to avail reservation.

Note: (2) Ex-servicemen/Lineal Descendent of Ex-Servicemen (LDESM) who have domicile of Punjab are eligible for reservation under the Ex-Servicemen category. LDESM shall be considered against the vacancies for Ex-servicemen only if no Ex-servicemen are available. In case sufficient numbers of Ex-servicemen are available, then LDESM shall be treated as General Category candidates.

14.0 BACKWARD CLASSES (PUNJAB)

- 14.1 The candidates desiring to be considered for the Backward Classes category are required to submit a certificate as per Punjab Government letter No.1/41/93.RCI/459 dated 17/1/1994, No. 1/41/93RC-1/1597, dated 17-8-2005 and No.1/41/93 RCI/209, dated 24.2.2009 in the prescribed proforma.
- 14.2 The BC Certificate in proforma other than the prescribed proforma will not be accepted. The candidates belonging to Backward Classes are required to attach a declaration along with Backward Class certificate that no change occurred in their status and they do not fall in the section of creamy-layer as per Govt. letter No. 10/9/2009-RCI/62 Dated 08/1/2010.
- 14.3 The Competent Authorities to issue the necessary certificate are:
- a) Deputy Commissioner
 - b) Additional Deputy Commissioner
 - c) Sub-Divisional Magistrate
 - d) Executive Magistrate (PCS Officers only)
 - e) Tehsildar

15.0 SON/DAUGHTER/GRAND SON/GRAND DAUGHTER OF FREEDOM FIGHTERS (PUNJAB)

- 15.1 Candidates claiming to be son/grandson/daughter/granddaughter of Freedom Fighters are required to submit a certificate issued by the Competent Authority (i.e., Deputy Commissioner of the district concerned) as per Punjab Government Instructions No.9 (13) 3P-II-84/5822 dated 4/4/1985, No.1(135)-8P-II/7/310/20,dated 19.6.91 and No. 4-13-8 P-11-97/10112 dated 22/8/1997.
- 15.2 Only those Freedom Fighters and their son/daughter/grand-son/grand-daughter are eligible for consideration for reservation under this category who:
- a) belong to the State of Punjab; and
 - b) have either been granted a Freedom Fighter pension by the Punjab Government or have been awarded Tamra Patra by the Government of India; or
 - c) are otherwise eligible for the grant of Freedom Fighter pension and Tamra Patra but for any reason whatsoever did not apply for Freedom Fighter pension and Tamra Patra but can obtain Freedom Fighter/ son/daughter/grand-son/grand-daughter of Freedom Fighter certificate from the General Administration (Political wing) of the Punjab Government.

16.0 EX-SERVICEMEN (PUNJAB)

- 16.1 "Ex-servicemen" means a person who has served in any rank, whether as a combatant or a non combatant, in the Naval, Military and Air Force of the Union of India (here-in-after referred to as the Armed forces of the Union of India), and who has:
- a) retired or released from such service at his or her own request after earning his or her pension; or
 - b) been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

- c) been released otherwise than on his own request from such service as a result of reduction in establishment; or
- d) been released from such service after completing the specific period of engagement otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency and has been given a gratuity;

16.2 "but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena of the following categories namely:

- a) Pension holders for continuous embodied service
- b) Persons with disability attributable to military service; and
- c) Gallantry award winners

16.3 Ex-servicemen should be of Punjab domicile and they should submit a Punjab Resident Certificate from the Competent Authority, failing which would result in cancellation of their candidature.

Explanation: The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of "Ex-servicemen", may be permitted to apply for re-employment one year before the completion of specified terms of engagement and avail themselves of all concessions available to Ex-servicemen but shall not be permitted to leave the uniform until they complete the specified terms of engagement in the Armed Forces of the Union.

17.0 LINEAL DESCENDENT OF EX-SERVICEMEN (PUNJAB)

17.1 Where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.

17.2 As per Punjab Government notification No.GSR9/Const./ Art309, 234 and 318/Amd(5)/2003 dated 06/11/2002 and letter No. 1/28/92-3ET/2805 dated 14/05/2003 and;

- a) "Lineal Descendent" means sons/daughters (married/un-married/widowed legally divorced) of the re-employed/ unemployed Ex-Serviceman.
- b) "Wife" shall include the widow of an Ex-serviceman, provided she has not re-married up to the date of the issue of the appointment letter.
- c) In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as "Lineal descendent" only if a certificate to this effect has been issued by the authority appointed by the Government.

18.0 SPORTS PERSON (PUNJAB)

A candidate can claim reservation under the Sports Person category only if:

18.1 He/ She belongs to State of Punjab; and

- a) He/ She has won National Championship in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Federations as are affiliated to the Indian Olympic Association ; or
- b) He/ She has won National Championship in team or individual events which are organized by the Indian Olympic Association; or

- c) He/ She has won first, second or third position in team or individual events and/or he has won Gold or Silver or Bronze Medal, at International Sports meets, conducted by International Federations affiliated to the International Olympic Committee or by the International Olympic Committee itself.

18.2 If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 issued by the Competent Authority should be attached with the application form.

18.3 Director Sports, Punjab is the Competent Authority to issue Sports Gradation Certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.

Applicants claiming reservation under Sports Person, Punjab Category must submit Punjab Resident Certificate from the Competent Authority, failing which would result in cancellation of their candidature.

19.0 SCHEDULED CASTE, (PUNJAB)/ SCHEDULED TRIBES

The Competent Authorities for issuing Scheduled Castes/Scheduled Tribes certificates are:

- a. District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ City Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate);
- b. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate;
- c. Revenue Officer not below the rank of Tehsildar;
- d. Sub Divisional Officer (C) of the area where the candidate and or his family formally resides;
- e. Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands;
- f. As per para-3 of Punjab Govt. Instructions No. 1/8/2007-RC-1/815, dated 10th July, 2008, Head of Department or Head of Offices are competent to issue Scheduled Castes Certificates to those applicants whose parents are serving or residing in Chandigarh/Mohali on the basis of their parents service record.

20.0 WIDOWS AND CERTAIN OTHER CATEGORIES OF WOMEN

The definitions as per Government Instructions issued vide letter No. 1/50/83-5PP(1368)/3454 dated 23-4-84 as amended from time to time the widows and certain other categories of women for reservation in employment is as under:

- a. Widows;
- b. Women who are legally separated from their husbands or have been divorced;
- c. Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
- d. Women whose husbands have remarried; and
- e. Wives of serving military personnel or those who are disabled while in military service.

21.0 PHYSICALLY HANDICAPPED (PUNJAB)

The definitions as per Government Instructions issued vide letter No. 10/26/95/5-SS/1252, dated 2-5-97 of the handicapped for purposes of reservation in employment is as under:

(A) THE BLIND

The blind are those who suffer from either of the following conditions: -

- a) Total absence of sight.
- b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

(B) THE DEAF

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels in the better ear (profound impairment) in the conversational range of frequencies.

(C) ORTHOPAEDICALLY HANDICAPPED :

The orthopaedically handicapped are those who have a physical defect or deformity not less than 40 % which causes an interference with the normal functioning of the bones. Competent Authorities to issue such certificate as under:-

- (i) Principal Medical Officer
- (ii) Chief Medical Officer
- (iii) Civil Surgeon
- (iv) Class-I Medical Officer of any Government Medical Institution

This certificate should be issued by the Competent Authorities of the concerned District or place of which the candidate is permanent resident.

- Note: (1)** For any inquiry candidates may contact the Commission's Office on telephone number 0175-5014847, 5014826 or by sending email with subject as "Query Regarding Post of Section Officer " to information@ppsc.gov.in
- Note: (2)** Candidates are advised in their own interest to apply using Online Application Form much before the closing date and not to wait till the last date to avoid congestion on web server on account of heavy load on Internet/Website.
- Note : (3)** Candidates are advised to go through the General Information and Online Instructions carefully before filling up Online Application Form. Request of change/Correction in any particular in the Application Form shall not be entertained under any circumstances. The Commission will not be responsible for any consequence arising out of incorrect filling up of Application Form.
