

I. Guidelines for Persons with Benchmark Disabilities using a Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe. In all such cases where a scribe is used, the following rules will apply:

- i. The candidate will have to arrange his / her own scribe at his/her own cost.
- ii. Candidates eligible for and who wish to use the services of scribe in the exam should carefully indicate the name of scribe and the detail of their passport/Aadhar/PAN Card/Driving License/Voter's Card in the application form.
- iii. Both the candidate and the scribe will have to give a suitable undertaking along with one photo identity proof such as passport/Aadhar/ PAN Card/ Driving License/ Voter's Card & Education Qualification proof of the scribe, in the prescribed format with passport size photograph of the scribe at the time of Examination.
- iv. Any claim/request regards to change in scribe will not be accepted/entertained by the Bank. Therefore, candidates are advised to use caution while entering the scribe details & documents attachment.
- v. The qualification of the scribe **should be above matriculation but at least one level below the qualification of the candidate**. The candidate will have to submit a declaration (proforma will be given with call letter for the Online Test) confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe. Further in case, it later transpires that the scribe did not fulfill the eligibility criteria or suppressed or misrepresented material facts the **candidature of the candidate will stand cancelled, irrespective of the result of the OT and services would be terminated, if appointed.**
- vi. The scribe may be from any academic stream. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- vii. The scribe arranged by the candidate should not be a candidate under the advertised posts. If violation of the above is detected at any stage of the process, candidature for the captioned process of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- viii. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- ix. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such

candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

J. Guidelines for candidates availing Compensatory Time

(1) Orthopedically handicapped Disability and Cerebral Palsy

A Compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with Orthopedic Handicap and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(2) Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

(3) Use of Scribe & Compensatory time (persons having less than 40% disability)

- In addition to instructions applicable to PwD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:

A. The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per [proforma](#). **(For Proforma Click Here)**

NOTE- These guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.