(i) Guidelines for Persons with Benchmark Disabilities/ Specified Disabilities using a Scribe:
The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F. No. 16-110/2003-DDIII dated February 26, 2013 by Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013- Welfare dated 26.04.2013 and Office Memorandum F. No. 29-6/2019-DD-III dated 10.08.2022 issued by Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan). In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- For candidates availing scribe in accordance with OM – F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a **certificate at the time of online examination** to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I. Such candidates **shall also, upload their certificate while filling the application form**. Also, the **qualification of the scribe should be one step below the qualification of the candidate taking examination**. Letter of undertaking as per Appendix II should be submitted by such candidates at the time of examination.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result.
- Deliberate wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for specified periods of time for recruitment examinations.
- Those candidates who are **eligible to use scribe facility shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination**.
- In view of the importance of time element, the examination being of a competitive nature, the candidate must fully satisfy the Independent Medical Officer/ Medical Board of the Bank that there was necessity for use of a scribe as he/she has physical limitation to write including that of speed by the disabilities as mentioned in the guidelines regarding Persons with Benchmark Disabilities/ Specified Disabilities using the services of a scribe.
- 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 favourably entertained.
- The scribe arranged by the candidate should not be a candidate himself/herself for the same online examination. If violation of the above is detected at any stage of the selection process, candidature for recruitment of both the candidate and the scribe will be cancelled.

- A scribe can act as Scribe only for one candidate for the recruitment process. If violation of the same is detected at any stage of the selection process, candidature of the candidates for recruitment will be cancelled and scribe will be debarred from future recruitment examinations.
- Please ensure that the scribe that you select should not have appeared as a scribe with a candidate who was debarred in recruitment Examinations.
- Only candidates registered for compensatory time (at the time of online registration) 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.
- During the exam, at any stage, if it is found that scribe is independently answering the questions or prompting answers in any direct/ indirect manner, 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 or prompted the answers in any direct/ indirect manner. In such cases, the Candidate and scribe may also be debarred either permanently or for specified periods from all recruitment examinations.
- Those candidates who have been debarred from appearing in recruitment examinations for specified periods in terms of communication made to that effect by IBPS, may act accordingly.
- The Bank reserves the right to share the list of debarred candidates/ scribes to other Recruiting agencies for their information.
- The candidates are advised to possess/ acquire valid Aadhaar card for the recruitment process. The Bank would also conduct Online Aadhaar verification of the candidate/ scribe at different stages of the selection process.

(ii) Guidelines for Visually Impaired (VI) 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.

(iii) Guidelines for candidates with locomotor disability and cerebral palsy:
A Compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iv) Guidelines for Candidates with Intellectual Disability (ID):
A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability (autism, intellectual disability, specific learning disability and mental illness).

(v) Guidelines for persons with specified disabilities having less than 40% disability and having difficulty in writing:

A compensatory time of not less than twenty minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe. In case the duration of the examination is less than an hour, then the duration of the compensatory time shall be allowed on pro-rata basis.

NOTE:

a) The Bank reserves the right to conduct re-exam if there is doubt about the genuineness/ validity of candidate's score/ performance.
b) In terms of Office Memorandum No. 18-25/2024-Policy dated 17.12.2025 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India, PwBD candidates possessing a disability certificate having the disability condition prescribed as "likely to improve" under temporary disability category, are not eligible for reservation. Whereas the PwBD candidates with disability Conditions i.e. "Progressive, non-progressive or not likely to improve" are treated eligible for reservation
   Candidates may take note of this and apply accordingly.
c) The Government guidelines for persons with Benchmark/Specified Disabilities are subject to change / clarifications, if any, from time to time.