

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 at their cost during the online examination, subject to limits as in clause 'E' and 'F' below. In all such cases where a scribe is used, the following rules will apply:

- a. The candidate will have to arrange his/ her own scribe at his/her own cost.
- b. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature 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 favourably entertained.
- c. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- d. The scribe may be from any academic stream. However, for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- e. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- f. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
- g. Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature.
- h. 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.
- i. 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.

Guidelines for candidates with Locomotor disability & Cerebral Palsy

An extra time of twenty minutes per hour 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).

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 be available to Visually Impaired candidates.

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

The facility of scribe and/or compensatory time of not less than 20 minutes per hour of the examination shall be granted solely to those who are eligible for getting scribe and/or 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 at **Appendix I**.

The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at **Appendix II**.

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.

These guidelines are subject to change in terms of GOI guidelines/

clarifications, if any, from time to time.

Note 7: Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard. Merely applying for online examination/ appearing for and being shortlisted in the online examination and subsequent processes does not imply that a candidate will necessarily be offered employment in MbPA. No request for considering the candidature under any category other than in which applied will be entertained.