

Guidelines for Persons with Benchmark Disabilities (PwBD) using the services of a Scribe for Online Examination

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No. 16-110/2003-DD III dated February 26, 2013 of 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; Office Memorandum F.No. 34-02/2015- DD-III dated 29.08.2018 and F.No. 29-6/2019-DD-III dated 10.08.2022 of 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.
- The scribe may be from an academic stream different from that stipulated for the post. 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 of the online written test, if any.
- 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 a specified period of time for examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
- If violation of the above is detected at any stage of the process, candidature of the applicant 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.
- 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 and it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same.
- 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.

3.3.1 Guidelines for Candidates with Locomotor Disability and Cerebral Palsy

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).

3.3.2 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.

3.3.3 Guidelines for Candidates with Intellectual Disability (ID)

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).

3.3.4 Guidelines for Candidates with Specified Disabilities having less than 40% disability and having difficulty in writing:

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.

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.

Compensatory time of not less than twenty minutes per hour of the examination shall be allowed for persons who are eligible for getting scribe.

Note: These guidelines are subject to change in terms of GoI guidelines/clarifications, if any, issued from time to time.