

Guidelines for use of scribe & compensatory time:

a). The facility of scribe would be allowed to a person who has **disability of 40% or more** if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Both the candidate and the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe at the time of online examination.
- Such candidates who are eligible to use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.
- Candidate will have to arrange his/ her/ their own scribe at his/ her/ their own cost.
- Any candidate who is not eligible to use scribe as per guidelines, as referred above, uses scribe in the online examination shall be disqualified to participate further in the process of engagement, in addition to any other action that Bank may deem fit against the candidate and the scribe. Any candidate using scribe in violation of the above guidelines can be removed from the service without notice, if already joined the Bank.
- **During the examination, at any stage, if it is found that scribe is independently answering / solving the questions himself, the examination session for such candidate 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.**
- The scribe arranged by the candidate should not be a candidate for the same online examination. If violation of the above is detected at any stage of process, candidature of both the candidate and the scribe will be cancelled.
- 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 of Government of India, Ministry of Social Justice & Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Deptt. of Financial Services vide letter No. F. No. 3/2/2013-Welfare dated 26.04.2013.

b). Use of Scribe & Compensatory time (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):

In terms of Office Memorandum F. No .29-6/2019-DD-III dated 10/08/2022 of Government of India, Ministry of Social Justice & Empowerment , Department of Empowerment of persons with Disabilities(Divyangjan)) , In addition to the instructions applicable to PwBD candidates (who have disability 40% or more) the facility of scribe and /or compensatory time shall be granted solely to the persons with disabilities covered under 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), 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 prescribed Proforma at Appendix-I of the said O.M. In case the candidate opts to bring his / her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. Candidate opting for own scribe should submit details of the own scribe as per Proforma at Appendix-II of the said O.M.

A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority **as per Government of India guidelines**. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority. The certificate should be **dated on or before last date of registration of application**.