

Guidelines for Persons with Benchmark Disabilities Using a Scribe

The visually impaired candidates and candidates with Benchmark Disabilities whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to conditions specified below. In all such cases where a scribe is used, the following rules will apply:

- a) Candidates eligible for and who wish to use the services of a scribe in the examination should carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- b) The candidate will have to arrange his/her own scribe at his/her own cost.
- c) The scribe arranged by the candidate should not be a candidate for the same examination and the scribe should be from an academic stream different to the respective specialist stream. The person opting for own scribe should compulsorily submit details of the own scribe as per proforma at Appendix-I (More Than 40%)
- d) 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 in Appendix- II.
- e) The Scribe should not be a current employee of United India Insurance Company Limited.
- f) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- g) 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 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. The scribe declaration form which is available in Appendix I & III.
- h) As per DoPT guidelines, the qualification of the scribe should be one step below the qualification of the candidate taking the examination.
- i) 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.
- j) 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.
- k) **During the examination, if at any stage it is observed that a scribe is independently answering or solving questions on behalf of the candidate, or is providing hints, cues, prompts, or assistance in any direct or indirect manner, the examination of the candidate shall be terminated immediately, and the candidature of the candidate shall be cancelled. Further, if it is subsequently reported by the test administrator or examination personnel that the scribe independently answered questions or assisted the candidate by providing prompts, hints, cues, or any other form of support, directly or indirectly, the candidature of the candidate shall also be cancelled, even after the examination has concluded.**
- l) The Company or test conducting agency may also conduct online Aadhaar verification of the candidate/ scribe.
- m) The Company reserves the right to verify the qualification of the scribe at any point of time during the recruitment process.
- n) 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 recruitment, in addition to any other action that Company may deem fit against the candidate and the scribe.
- o) Any candidate using scribe in violation of the above guidelines can be removed from the service without notice, if already joined the Company.

1. Guidelines for Candidates with locomotors disability and cerebral palsy:

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

2. Guidelines for 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 be available to Visually Impaired candidates who use the services of a Scribe for the examination.

3. 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).

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

4. Persons with specified disability having less than 40% disability and having difficulty in writing

In addition to instructions applicable to PwBD 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 Rights of Persons with Disabilities 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: -

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 at Appendix-II

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-III (less than 40%). Any candidate who is not eligible to use scribe as per guidelines referred above but uses scribe in the online examination shall be disqualified to participate further in the process of recruitment. Any candidate using scribe in violation of the above guidelines shall stand disqualified from the exercise and can be removed from service without notice, if he/she has already joined the Company. These guidelines are subject to change in terms of Government of India guidelines/ clarifications, if any, from time to time.