

Guidelines for scribe

- 1) ਉਮੀਦਵਾਰ ਲਿਖਾਰੀ ਦਾ ਪ੍ਰਬੰਧ ਆਪ ਕਰੇਗਾ।
- 2) ਲਿਖਾਰੀ ਦੀ ਯੋਗਤਾ ਮੈਟ੍ਰਿਕ ਤੋਂ ਵੱਧ ਨਹੀਂ ਹੋਣੀ ਚਾਹੀਦੀ।
- 3) ਲਿਖਾਰੀ ਉਮੀਦਵਾਰ ਦਾ ਰਿਸ਼ਤੇਦਾਰ ਨਾ ਹੋਵੇ।
- 4) ਉਮੀਦਵਾਰ ਦੇ CMO ਵੱਲੋਂ ਜਾਰੀ 40 % ਜਾਂ 40 % ਤੋਂ ਜਿਆਦਾ ਅਪੰਗਤਾ ਸਰਟੀਫਿਕੇਟ ਚੈਕ ਕਰਨ ਉਪਰੰਤ ਹੀ ਲਿਖਾਰੀ /ਵਾਧੂ ਸਮੇਂ ਦੀ ਆਗਿਆ ਦਿੱਤੀ ਜਾਵੇਗੀ।
- 5) ਲਿਖਾਰੀ ਦੀ ਸੁਵਿਧਾ ਕੇਵਲ (Handicapped from arms ,blindness,cerebal palsy) ਵਾਲੇ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਹੀ ਮਿਲੇਗੀ।
- 6) ਪ੍ਰੀਖਿਆਰਥੀ ਨੂੰ ਟੈੱਟ ਦੀ ਪ੍ਰੀਖਿਆ ਦੌਰਾਨ ਹਰ ਘੰਟੇ ਪਿੱਛੋਂ 20 ਮਿੰਟ ਭਾਵ ਕੁੱਲ 50 ਮਿੰਟ ਦਾ ਵਾਧੂ ਸਮਾਂ Compensatory ਤੌਰ ਤੇ ਦਿੱਤਾ ਜਾਵੇਗਾ।
- 7) ਲਿਖਾਰੀ ਦੁਆਰਾ ਪ੍ਰੀਖਿਆ ਦੌਰਾਨ ਕੀਤੇ ਗਏ ਕਿਸੇ ਦੀ ਦੁਰਵਿਵਹਾਰ ਲਈ ਉਮੀਦਵਾਰ ਖੁੱਦ ਜ਼ਿੰਮੇਵਾਰ ਹੋਵੇਗਾ।
- 8) ਐਮਰਜੈਂਸੀ ਦੀ ਸਥਿਤੀ ਵਿੱਚ ਲਿਖਾਰੀ ਸੰਬੰਧੀ ਕੋਈ ਤਬਦੀਲੀ ਕਰਨ ਲਈ (ਉਕਤ ਹਦਾਇਤਾਂ) ਮੌਜੂਦਾ ਕੇਂਦਰ ਸੁਪਰਡੈਂਟ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਹੋਵੇਗਾ।
ਉਕਤ ਤੋਂ ਇਲਾਵਾ **Guidelines for scribe ਸੰਬੰਧੀ** ਬਾਕੀ ਹਦਾਇਤਾਂ ਪੀ.ਡੀ.ਐਫ ਦੇ ਰੂਪ ਵਿੱਚ ਇਸ ਨੋਟ ਨਾਲ ਨੱਥੀ ਹਨ।

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ ਪ੍ਰੀਖਿਆ



सां/No. : 5-1(39)/2008-PD

दिनांक/Dated: 15.03.2019

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापनों को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अद्येष्टित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memoranda issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं. / Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, सामाजिक न्याय और अधिकारिता मंत्रालय, दिव्यांगजन सशक्तिकरण विभाग के दिनांक 29.08.2018 के कार्यालय ज्ञापन सं० 34-02/2015-DD-III Gol, MoSJ&E, Department of Empowerment of Persons with Disabilities (Divyangjan) OM No. 34-02/2015-DD-III dated 29.08.2018	Guidelines for conducting written examination for Persons with Benchmark Disabilities.
2.	भारत सरकार, सामाजिक न्याय और अधिकारिता मंत्रालय दिव्यांगजन सशक्तिकरण विभाग के दिनांक 08.02.2019 के शुद्धिपत्र सं० 34-02/2015-DD-III(pt) Gol, MoSJ&E, Department of Empowerment of Persons with Disabilities (Divyangjan) Corrigendum No. 34-02/2015-DD-III(pt) dated 08.02.2019	

भवदीय/Yours faithfully


15/03/19

(संतोष कुमार/ Santosh Kumar)

अनु. अधि. (नीति प्रभाग)/ SO(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

P. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi - 110003
Dated: the 29th August, 2018

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Department may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

(D.K. Panda)

Under Secretary to the Government of India

Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of S.J.&E, New Delhi

Copy for information to: (CPI), Sarojini Bhawan, Bhagwan Dass Road, New Delhi

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Prthopaedic specialist/PMR).

APPENDIX- II

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

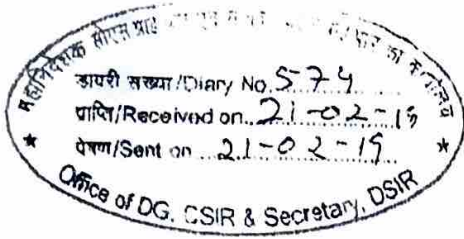
Date:

F. No. 34-02/2015-DD-III (pt)

Government of India

Ministry of Social Justice & Empowerment

Department of Empowerment of Persons with Disabilities (Divyangjan)



Pl. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Dated the 2nd February, 2019

Corrigendum

Sub:- Guidelines for conducting written examination for Persons with Benchmark Disabilities

This Department's O.M. No.34-02/2015-DD-III dated 29/08/2018 prescribing the guidelines for conducting written examination for persons with disabilities is amended as under:

Para XII on page 3 of the above guidelines may be substituted with the following-

"The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe in terms of guidelines IV may be allowed additional time of minimum of one hour for examination of 3 hours duration whether they use the facility of scribe or not. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5"

(K.V.S. Rao)

Director

Tele. No. 24369054

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi