



Appendix- IV

Guidelines for Persons with Disabilities under the Rights of Persons with Disabilities Act, 2016 using a Scribe and/or Compensatory Time

The scribe and/or compensatory time will be allowed as per the guidelines issued vide Office Memorandum F. No. P-13013/75/2023- Policy-DD-III dated August 01, 2025 issued by Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan).

2. These Guidelines will apply to all individuals defined as Persons with Disabilities under Section 2(s) of the Rights of Persons with Disabilities (RPwD), Act, 2016. However, the facility of assistance i.e. scribe during written exam may be provided to all such candidates who, due to their disability, face functional limitations in writing an examination, irrespective of the nature or extent of their disability. This includes, but is not limited to, individuals with physical limitations in writing, visual impairments preventing reading or writing, intellectual disabilities affecting comprehension or expression, or any other disability that impedes their ability to participate effectively in the examination process, as certified by a competent authority, as specified in the said guidelines.

In all such cases where the facility of scribe is used, the following rules will apply:

- The candidate will have to arrange his / her own scribe at his/her own cost.
- In case of persons with disabilities in the category of blindness, locomotor disability (Both arms only) and cerebral palsy, the facility of scribe will be given, if so desired by the person, upon production of valid disability certificate/ Unique Disability Identity Card (UDID card) without requiring of production of any medical certificate as per the proforma at Appendix – IX.
- In the case of all other specified disabilities i.e. except blindness, locomotor disability (both arm affected- BA only), and cerebral palsy, the facility of scribe/ compensatory time will be allowed on production of a certificate to that effect that the person concerned has a functional limitation to write, caused by the specified disability and, therefore, a scribe is essential to write the examination on his/ her behalf. The certificate is to be issued, after due medical examination as per the Office Memorandum F.No. P-13013/75/2023-Policy-DD-III dated August 01, 2025 issued by Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) by the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Healthcare Institution as per the proforma at Appendix – IX.
- In case any candidate reporting disability caused by an incident that happened after filing out the application form, they may be allowed reasonable accommodations as specified under the aforementioned guidelines after production of a valid certificate of disability and medical certificate at Appendix – IX.
- The candidates will also be required to upload their Disability Certificate/ UDID Card/ Appendix – IX, as applicable at the time of online application.



- The candidates must submit the details of their own scribe as per the proforma at Appendix-X on the day of the examination. The details of the scribe is also to be provided at the time of application for the post/s.
- The qualification of the scribe must be a minimum of **“two academic years below”** and a maximum of **“three academic years below”** the minimum qualification for appearing in that examination. (e.g. if the minimum qualification for appearing for the post is Graduate, the scribe’s qualification may be in the first academic year of Graduation (for a 3 year course), but not below the 12th standard running).
- Persons appearing as scribes in the online exam shall produce documentary evidence with regard to the educational qualification, at the time of examination.
- Scribes must be impartial individuals with no conflict of interest that could compromise the impartiality of the examination.
- Candidates availing assistance of scribe will have to communicate with the scribe only in the language, as the medium of writing the examination, as opted by them in the application (own scribe proforma/ online application). The scribe may be from any academic stream.
- Both the candidate as well as the 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 the candidate 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 examinations.
- 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 specified periods of time for the examinations conducted by the Bank/Board.
- Such candidates who are eligible to use the services of a scribe as per the aforesaid Office Memorandum shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.
- In view of the importance of the time element, the examination being of a competitive nature, the candidate must fully satisfy the Medical Officer of the Bank that there was necessity for use of a scribe as he/ she has physical limitation to write including that of speed by the disabilities as mentioned in guidelines regarding Persons with Disabilities using the services of a scribe.
- Candidates eligible for and who wish to use the services of a scribe and/or compensatory time in the examination should have invariably carefully indicated the same in the online application form. Any subsequent request may not be favourably entertained.
- The scribe arranged by the candidate should not be a candidate for the online examination under this recruitment process. The candidate must ensure that the scribe arranged by the candidate is not a candidate for this recruitment process. If violation of the above is detected



at any stage of the selection process, candidature for this recruitment of both the candidate and the scribe will be cancelled.

- A scribe can act as a scribe only for one candidate for the captioned recruitment process. The candidate must ensure that the scribe arranged is only acting as scribe for that candidate and not acting as scribe for any other candidate for this recruitment process. If violation of the same is detected at any stage of the selection process, candidature of the candidates for the recruitment process will be cancelled and the scribe shall be debarred from future examinations conducted by the Bank/Board.
- Only candidates registered for compensatory time (at the time of online application) 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.
- During the exam, at any stage, if it is found that scribe is independently answering the questions or prompting answers in any direct/indirect manner, the exam session will be terminated and the candidate's candidature will be cancelled. The candidature of all 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 or prompted the answer in any direct/indirect manner. In such cases, the candidate and the scribe may also be debarred either permanently or for specified periods from all the recruitment examinations conducted by the Bank/Board.
- The candidates should ensure that the scribes engaged by them should not have been debarred as a candidate or a scribe, in any recruitment examinations conducted by the Bank/Board for any specified periods. Also, the Scribes who have already been debarred in any recruitment examinations conducted by the Bank/Board for any specified periods are not eligible to apply as a candidate for any post under this Notification.
- The Bank/Board reserves the right to share the list of debarred candidates/scribes to other recruiting agencies for their information.
- Any candidate who is using scribe/ compensatory time should ensure that the candidate is eligible to use the services of scribe/ compensatory time in the exam and the eligibility of the scribe should be as per the guidelines mentioned in the OM.
- Any candidate who is not eligible to use scribe and/or compensatory time as per guidelines, as referred above, uses scribe and/or compensatory time in the online examination shall be disqualified to participate further in the recruitment process.
- In case it is found at any stage of the selection process that the qualification of the scribe is not as declared by the candidate and is beyond the specified qualification for the examination, candidature of such candidates shall be cancelled.



- In case it is found that any candidate used the Scribe in violation of the above guidelines then the candidate shall be disqualified and can be removed from service without notice, if already joined the Bank.

NOTE:

- These Guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.