



**भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड**  
**RESERVE BANK OF INDIA SERVICES BOARD**

**Instructions to be followed by Persons with Benchmark Disability (PwBD) Candidates utilizing the services of scribe and/or Compensatory Time**

1. The scribe and/or compensatory time 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 by Department of Disability Affairs, Ministry of Social Justice & Empowerment, Government of India and clarification issued by Department of Financial Services, Ministry of Finance, Government of India vide letter F. No. 3/2/2013- Welfare dated April 26, 2013.
2. PwBD (i.e. person who has benchmark disability of 40% or more) candidates **who have physical limitation to write including that of speed** will be allowed the facility to use the services of a scribe.
3. Candidate should possess permanent disability certificate/s in the prescribed format issued by the Competent Authority prior to the closing date of application. The facility of a scribe and/or compensatory time (other than the Visually Impaired candidates) would be allowed only to those PwBD candidates who have physical limitation to write, including that of speed. In case such candidate qualifies in the Online/Written Examination/Test and is called for Interview, at the time of Interview, the candidate will have to produce a medical certificate from an authorised Govt. of India/State Govt. Department/Hospital, to the effect that the candidate has physical limitation to write including that of speed. This certificate will be required in addition to his/her disability certificate. The medical certificate about physical limitation to write, including that of speed, should be dated prior to the date of Online/Written Examination/Test.
4. PwBD candidate should arrange his/her own scribe at his/her own cost.
5. For Specialist Posts, the scribe should be from an academic stream different from that stipulated for the Post.
6. In case of emergency, flexibility in accommodating any change in scribe may be allowed. Where the recruitment involves more than one examination paper, candidates may be allowed to take more than one scribe for writing different papers especially for languages.
7. **The compensatory time of twenty (20) minutes for every hour of examination may be allowed only to those PwBD candidates who are eligible to use the facility of a scribe as per the guidelines.** However, the compensatory time of twenty (20) minutes for every hour will be allowed to the Visually Impaired PwBD candidates regardless of whether they opt for scribe or self-writing or writing with the help of assistive devices like Magnifier.

8. The PwBD candidates may be allowed to use the assistive devices like Tailor Frame, Braille Slate, Abacus, Geometry Kit, Braille Measuring Tape and augmentative communication devices like Communication Chart and Electronic Devices in all the recruitments conducted by RBI Services Board.
9. Both candidates as well as scribe are required to furnish their particulars in the form of Joint Undertaking/Declaration in the prescribed format (which can be downloaded from the Bank's website) with photograph of the scribe at the time of examination. The particulars furnished by the scribe will have to be certified by him/her as true and correct before commencement of the examination. Such PwBD candidates are required to bring the Joint Undertaking/Declaration duly completed in all respects along with his/her Admit Card at the time of the examination and handover the same to the examination Centre Coordinator/ Venue Officer/Venue-in-Charge for verification.
10. The PwBD candidates who are opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her.
11. Conversation between the candidate and the scribe should not disturb in any way the peace in the examination or the other candidates seated in the examination hall/ room. **During the examination, at any stage, if it is found that scribe is independently answering the questions, the examination 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.**
12. Any candidate using scribe in violation of the above guidelines or suppression of material facts shall entail cancellation of his/her candidature, in addition to any other action that the Bank may deem fit against the candidate and the scribe. The candidate can be removed from service without notice, if he/she has already joined the Bank. The candidate/scribe shall be subject to the rules of the examination.
13. In view of the importance of the time element, the examination being of a competitive nature, at the time of Selection Process/Interview/Joining **the candidate will have to fully satisfy the Medical Officer of the Bank (i.e. Reserve Bank of India) that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities.**
14. In case it is detected at any stage of recruitment that the candidate does not fulfil the eligibility norms and/or that the information furnished by him/her and scribe are incorrect/false or that they have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.

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