

**Regd. Office: PSEB HEAD OFFICE, THE MALL, PATIALA-147001 (PUNJAB)**  
**O/o Chief Engineer/HRD (Recruitment Section)**

**GUIDELINES REGARDING USE OF SCRIBE FOR PERSON WITH DISABILITY (PWD)**  
**APPLICANTS TO APPEAR IN ONLINE EXAMINATION FOR RECRUITMENT IN PSPCL**

The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F. No. 34-02/2015-DD-III dated 29.08.2018 (Annexure-A) of Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan), F. No. 34-02-2015-DD-III (pt) dated 08.02.2019 (Corrigendum in continuation to 2018 guidelines) (Annexure-B) and F. No. 29-6/2019-DDIII dated 10.08.2022 (Annexure-C). In all such cases where a scribe is used, the following rules will apply -

- a) The applicant will have to arrange his/her own scribe at his/her own cost, risk and choice.
- b) Applicant should be eligible to use a scribe as per the Government rules governing the recruitment of Persons with Disabilities.
- c) The scribe shall only select options suggested by the applicant given for a particular question in the online exam and should not import his/her knowledge/make any gesture/sound movement to indicate correctness to any option.
- d) Both the applicant and scribe will have to give suitable undertaking as per the prescribed proforma as per Annexure-D and the same should be produced during online examination both by the applicant and scribe and in case it is detected at any stage of online exam and recruitment that the applicant and scribe do not fulfill the eligibility norms and/or that the information furnished by them is 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 shortcoming(s) is/are detected even after the applicant's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution and legal proceedings will be initiated.
- e) The candidature of the applicant to the online examination is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any Court of Law and mere issue of Admit Card or appearance at examination does not entitle him/her to any claim for the post.
- f) The scribe's academic stream should be different from the qualification prescribed for the said post.
- g) In case the applicant brings his scribe, the qualification of the scribe should be one step below the minimum qualification for the post.
- h) Applicant must bring Original Medical Certificate on his/her date of online exam. Applicant will not be allowed to take the assistance of scribe without having Original Medical Certificate.

- i) The applicant & scribe should report half an hour before the normal reporting time at the Exam Centre for this purpose.
- j) Both the applicant and scribe are required to bring their Aadhaar card in original and a self- attested photocopy of the Aadhaar card.
- k) PSPCL may also conduct online Aadhaar verification of the candidate/scribe at any stage.
- l) The Scribe should not be a current employee of PSPCL.
- m) The scribe should not be an applicant or should not have applied for any online exam in PSPCL nor should he/she be made scribe for more than one applicant under this recruitment. Regarding this, undertaking from the applicant & scribe is needed in original at the centre.
- n) During the exam, at any stage if it is found that scribe is independently answering the questions, the online exam 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 online examination by the test administrator personnel that the scribe independently answered the questions. In such cases, the Candidate and scribe may also be debarred either permanently or for a specified period from all future process.
- o) Applicants who are allowed the use scribe will be eligible for compensatory time of 20 minutes for every one hour of the examination. It is further clarified that all the applicants with disability who although are entitled to avail facility of scribe as per aforesaid guidelines but chose not to avail the said facility will also be allowed compensatory time of 20 minutes for every one hour of the examination, in case, such applicants produce their disability certificate alongwith prescribed Medical certificate for allowing compensatory time.
- p) 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 PSPCL.

Annexure A to D

Government of India

Ministry of Social Justice &amp; Empowerment

Department of Empowerment of Persons with Disabilities (Divyangjan)

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Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi - 110003Dated: the 29<sup>th</sup> August, 2018918366  
8/9/18Office 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.

FS-1074/18  
5/8/18

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".

TSIR  
(in reply)  
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.

DSC (w/o) 7/9

III. There is no need for fixing separate criteria for regular and competitive examinations.

Mm  
19/9/18  
9/10/18



(169)

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



(110)

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.



(111)

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/Deapartment 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 SJ&E, New Delhi

Copy for information to: CCPD, 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 &amp; 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 – Orthopaedic specialist/PMR).

**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 of Persons with Disabilities (Divyangjan)**

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Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi -110003

Dated the 8<sup>th</sup> 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

**F. No. 29-6/2019-DD-III**  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
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Pt. Deendayal Antyodaya Bhawan,  
CGO Complex, New Delhi – 110003  
Dated: the 10<sup>th</sup> August, 2022

**Office Memorandum**

**Subject: Guidelines for conducting written examination for 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**

The undersigned is directed to say that this Department has issued guidelines for conducting written examination for persons with benchmark disabilities (i.e. with 40% or more disability, for whom the benefit of reservation in Government posts are allowed) on 29.08.2018 and corrigendum dated 08.02.2019 which inter-alia, provides for grant of scribe and compensatory time. Hon'ble Supreme Court in its order dated 11.02.2021 in the matter of Shri Vikash Kumar Vs UPSC and others has directed this Department to frame proper guidelines which would regulate and facilitate the grant of a facility of a scribe to persons with disability within the meaning of Section 2 (s) of the RPwD Act, 2016, where the nature of disability operates to impose a barrier to the candidate writing an examination. These guidelines should also prescribe appropriate norms to ensure that condition of the candidate is duly certified by such competent medical authority as may be prescribed so as to ensure that only genuine candidates in need of the facility are able to avail it.

2. Keeping in view the above order of the Hon'ble Supreme Court, an Expert Committee was constituted to consider the issue and suggest guidelines accordingly. The Committee noted that there are various types of clinical problems that can affect the writing capacity. After careful consideration of the matter, the Committee recommended that sole criteria for grant of scribe and compensatory time should be based on assessment of the capability of a person to write.

3. The Committee accordingly recommended the following guidelines for conducting written examination for 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: -

(a) These guidelines may be called as Guidelines for conducting written examination for 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.



(b) 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-I**.

(c) The medical authority for the purpose of certification as mentioned in point (b) above should be a multi-member authority comprising the following:-

- i. Chief Medical officer/Civil Surgeon/Chief District Medical Officer..... Chairperson
- ii. Orthopaedic/PMR specialist
- iii. Neurologist, if available\*
- iv. Clinical Psychologist/Rehabilitation Psychologist/ Psychiatrist/Special Educator
- v. Occupational therapist, if available\*
- vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

(\* the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District)"

(d) The candidate should have the discretion of opting for his own scribe or request the Examination Body for the same. The examination body may also identify the scribe to make panels at the District/Division/State level as per the requirements of the examination. In later 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.

(e) In case the examination body provides the scribe, 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 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 person opting for own scribe should submit details of the own scribe as per proforma at **Appendix-II**.

(f) There should also be flexibility in accommodating any change in scribe in case of emergency. The candidates should also be allowed to take different scribe for writing different papers especially for languages. However, there can be only one scribe per subject.

(g) The candidate should be allowed to use aids and assistive devices such as prosthetics & orthotics, hearing aid as mentioned in para 2 of the certificate issued by medical authority as per Appendix I.

(h) Compensatory time not less than 20 minutes per hour of the examination should be allowed for persons who are eligible for getting scribe. In case the duration of the

examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.

(i) The examination bodies shall modify their application forms to incorporate specific needs of this category of persons. In case, any incident has been reported after filling up the form, the examination bodies shall inform the candidates to obtain medical certificate as per these guidelines for facilitating grant of scribe and/or compensatory time.

(j) As far as possible the examination for such persons may be held at ground floor. The examination centres should be accessible for persons with disabilities.

(k) These guidelines are applicable to written examinations conducted by central recruitment agencies as well as academic institutions. The States/UTs may adopt these guidelines or issue similar guidelines to maintain uniformity.

(l) These guidelines are independent of the Guidelines for conducting written examination for persons with benchmark disabilities issued by the Department of Empowerment of Persons with Disabilities on 29.08.2018.

(m) The examining bodies shall ensure strict vigilance to check misuse of facility of scribe.

4. 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.

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

sd/-

**(Mrityunjay Jha)**

Deputy Secretary to the Government of India

Tel. No. 24369045

**To**

1. Secretary of all Ministries/Departments
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 of information to:** CCPD, 5th Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

## Appendix-I

Certificate for person with specified disability 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

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged .....yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer.....Chairperson	Medical Officer/Civil Surgeon/Chief District Medical Officer			

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:



## Appendix-II

Letter of Undertaking by the person with specified disability 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

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. 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 or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:



**Regd. Office: PSEB HEAD OFFICE, THE MALL, PATIALA-147001 (PUNJAB)**  
**O/o Chief Engineer/HRD (Recruitment Section)**

**Please fill up the DECLARATION and submit the same to the Centre Head**

**DECLARATION**

1. I, Shri/Smt./Kum. \_\_\_\_\_ S/D/W/o of Shri/ Smt./Kum \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) \_\_\_\_\_ have applied to appear in the online examination for recruitment for the post of \_\_\_\_\_ against CRA no. \_\_\_\_\_ to be held on \_\_\_\_\_ with Application sequence no. \_\_\_\_\_, Roll Number \_\_\_\_\_, AND

Shri/Smt./Kum. \_\_\_\_\_ (name of the Scribe) S/D/W/o of Shri/Smt. \_\_\_\_\_ will provide the service of scribe for the undersigned for taking the aforementioned examination, do hereby declare that: -

I do hereby undertake that his qualification is \_\_\_\_\_ which is one step below the minimum qualification for the post. In case, subsequently it is found that his qualification is not as declared by the undersigned and is above my qualification, I shall forfeit my right to the post and claims relating thereto.

- i) That I am \_\_\_\_\_ (nature of disability) and I need a scribe as permissible under the Government rules governing the recruitment of Physically Challenged persons.
- ii) In view of the fact that multiple appearance/attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared/attended the examination more than once and that the scribe arranged by him/her is not a candidate for this examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- iii) I, \_\_\_\_\_ (Scribe), is not a candidate for this aforesaid recruitment.
- iv) I, \_\_\_\_\_ (Scribe), is not an active employee of PSPCL.
- v) The scribe is identified by the applicant at own cost and is as per own choice.

Applicant's Signature	Scribe's Signature

**Qualification of the applicant:**

Particulars of the Scribe					
Qualification	Below matric	Matric	10+2	Graduate	Post Graduate
Marks secured in last examination passed in his/her academic stream					

2. We jointly understand that the Scribe shall only record/click the answer/option as suggested by the applicant and shall not import his/her knowledge/make any gesture/sound or movement to indicate correctness or otherwise of any answer option.
3. We undertake to comply with the directions of the invigilator at the centre and try not to disturb other examinees.
4. Any misconduct committed by the scribe shall amount to a misconduct committed by me (Applicant name: \_\_\_\_\_) who is using the scribe and is liable for disciplinary action as may be deemed appropriate.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the applicant's appointment, his/her services are liable to be terminated. In such circumstances, both Signatories will be liable to criminal prosecution.

**Given under our signature: -**

**Photo of the scribe**

Space for pasting  
of recent passport  
size photograph of  
**Scribe** to be  
attested by  
Gazetted Officer

**Photo of the applicant**

Space for pasting  
of recent passport  
size photograph of  
**Applicant** to be  
attested by  
Gazetted Officer

**Name:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Roll No.:** \_\_\_\_\_

**Application Sequence. no.:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

Signature of the Scribe

Signature of the applicant