

**GUIDELINES FOR Use of a Scribe / Paper Writer for Visually handicapped/  
Orthopedically handicapped CANDIDATES[whose writing speed is affected by Cerebral Palsy]  
for MTs written examination scheduled on 22<sup>nd</sup> July 2012.**

A **SCRIBE/PAPER WRITER**, to write the written test / examination, on behalf of a **Visually Handicapped (VH) candidate [Blind] and Orthopedically Handicapped (OH) candidate [whose writing speed is affected by Cerebral Palsy]**, may be used. In all such cases where a Scribe is used, the following rules will apply:

- ❖ The candidate will have to arrange his/ her own Scribe at own cost and inform the Centre Head beforehand.
- ❖ The academic qualification of the Scribe should be one grade lower than the eligibility criteria stipulated for the post, i.e. where the eligibility criteria stipulated is graduation, the qualification should not be more than HSC/XIIth /PUC.
- ❖ Both the candidate as well as the Scribe will have to give a suitable undertaking AS PER FORMAT ATTACHED that the Scribe fulfils all the stipulated eligibility criteria. In case it later transpires that the scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- ❖ Candidates who use a Scribe will be eligible for extra time @ 20 minutes for every hour of the examination i.e. total time allowed – 4 hours (from 10 Am to 2 PM).

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

**DECLARATION**

1. We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ **eligible candidate** for the written examination for recruitment of Management Trainees to be held on 07.08.2011 Registration number-----, Roll Number-----, AND

Shri/Smt/Kum. \_\_\_\_\_ **writer (scribe)** for the eligible candidate, do hereby declare that: -

- i) The candidate is **blind/low vision** or affected by **cerebral palsy** with **loco-motor impairment and his/her writing speed is affected** and he/she needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
- (ii) The scribe is identified by the candidate at own cost and is as per own choice.
- (iii) The scribe fulfils the following criteria: He/She is **one grade junior** to the candidate Grade (whether graduate, post graduate etc).

Candidate	Scribe

Particulars of Scribe	
(i) Name of last examination passed in his/her academic stream	
(ii) Marks memo of his/her qualification secured	

Copy of academic certificate/ mark sheet of the Scribe is enclosed in support of the above.

- 2. As per the rules, the candidate availing services of a scribe is eligible for extra time of 20 minutes for every hour of the written examination.
- 3. We jointly understand that the Scribe shall only record the answer as suggested by the candidate and shall not import his/ her knowledge/ make any gesture/ sound or movement to indicate correctness or otherwise of any answer option.
- 4. We undertake to comply with the directions of the invigilator at the centre and try not to disturb other examinees.

5. Any misconduct committed by the scribe shall amount to a misconduct committed by the eligible candidate who is using the scribe and is liable for disciplinary action as may be deemed appropriate.

6. 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 candidate'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:-**

**Signature of the Scribe**

**Signature of the Candidate**

**Postal address:**

**Roll No.:**

**Reg. No:**

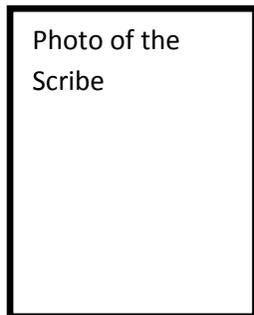
**Postal address:**

**STD Code: .....Phone No.....**

**STD Code:..... Phone No.....**

**Mobile No:**

**Mobile No:**



\_\_\_\_\_  
**Signature of Invigilator**