

Guidelines for use of a Scribe for Visually Handicapped/Orthopedically Handicapped candidates [whose writing speed is affected by Cerebral Palsy] for Computer based Test.

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

- Please ensure you are eligible to use a Scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate has the discretion for opting his/her own scribe at own cost or request the CIL for providing Scribe. The same is to be indicated in the online application form.
- 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 as per the prevailing rules/Guidelines. In case it later transpires that the scribe did not comply with any of the laid down existing provisions or had suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the written examination.
- In case candidates bringing scribe on their own, Scribe should also produce original identity proof issued by govt. authority.
- Candidates availing a Scribe shall be allowed for compensatory time of 20 Minutes per Hour.
- A sample practice test will be available online before the examination. Candidates are advised to get familiar with the online examination system.

Please fill up the Declaration and Upload Scribe Declaration

1. We, the undersigned, Shri /Smt/Kum . _____ eligible candidate for the written examination for recruitment/selection of Management Trainee. Application sequence number _____ and Shri/Smt/Kum _____ writer (scribe) for the candidate, do hereby declare that:
- i) The candidate is blind/low vision or affected by cerebral palsy with locomotor 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 as per own choice and at own cost.

Particulars of Scribe	
i) Name of Scribe	
ii) Name of last examination passed in his/her academic stream.	
iii) 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 compensating time of 20 Minutes per hour.
- 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. I _____ (Scribe), am not a candidate for this recruitment.
- 5. Any misconduct committed by the scribe shall amount to a misconduct committed by the 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 written test. If any of these shortcomings is/are detected even after the candidate's selection, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to disciplinary action/criminal prosecution.

	Scribe	Candidate
Recent color passport size photograph of Scribe	Name:	Name:
	Signature:	Signature:
	Address:	Address:
	Contact No.:	Contact No.:

Signature of Invigilator