Guidelines for Scribe: Divyang candidates may avail the services of a scribe at the time of appearing for the online examination as per the terms mentioned below, which are as per the guidelines issued by Government of India.

(i) The visually Divyang candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. 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 his/her own cost.
- The scribe arranged by the candidate should not have educational qualification of more than 12th class pass and should not be a candidate for the same 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.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream.
- Both the candidate as well as 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 he/she 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 online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- Only candidates registered for compensatory time 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.

(ii) Guidelines for Candidates with Locomotor Disability and Cerebral Palsy: Compensatory time of twenty minutes per hour shall be permitted for the candidates with Locomotor Disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

Guidelines for Visually Divyang candidates:

- Visually Divyang candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Divyang candidates who use the services of a Scribe for the examination.

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

Please fill up the DECLARATION and submit on the day of the examination
DECLARATION

We, the undersigned, Shri/Smt/Kum.______________________________________ eligible candidate for the Stenographer Grade-III Examination-2017 and Shri/Smt/Kum. _________________ eligible writer (scribe) for the eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is blind/low vision or affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Divyang persons.

2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph ‘1’ above.

4. 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, the scribe is not more than 12th class pass and that the scribe arranged by him/her is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

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 examination. If any of these shortcoming(s) 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)
Aadhar/any other photo ID  Aadhar/any other photo ID
Proof No.:________________________  Proof No.:________________________
Postal address: ________________________________  Registration No. :
STD Code: ........ Phone No..............  Roll No.:
[Cell No., if any .................]  Postal address:
STD Code:......... Phone No..........  STD Code:............. Phone No...........
[Cell No., if any .................]

Photograph of the Scribe.  Signature of Invigilator
To be signed by Scribe and candidate.