No. SC-12/3/2026-RC-DOP
भारत सरकार / Government of India
संचार मंत्रालय / Ministry of Communications
डाक विभाग / Department of Posts
(आरक्षण प्रकोष्ठ/Reservation Cell)

डाक भवन, संसद मार्ग /Dak Bhawan, Sansad Marg,
नई दिल्ली / New Delhi-110001
Date: 23-02-2026

To,

1. Chief Post Masters General, All Postal Circles,
2. Directors, All PTCs,
3. CGM, Parcel Directorate,
4. CGM, BD Directorate

Subject: - Standardization of "Certificate regarding Physical Limitation to Write" for Persons with Benchmark Disabilities (PwBD) in Competitive Examination.

Sir/Madam,

I am directed to forward herewith a letter No. 34-04/2022 dated 06.02.2026 received from Department of Empowerment of Persons with Disabilities (Divyangjan) (DEPwD), on the subject mentioned above.

2. DEPwD has stated that different examining authorities are issuing certificates in varying formats for medical boards to certify the requirement of scribe and/or compensatory time for PwD candidates. Consequently, candidates with benchmark as well as below-benchmark disabilities are being compelled to repeatedly approach Government hospitals for re-verification and re-issuance of such certificates. This practice is resulting in avoidable hardship, financial burden, and loss of valuable preparation time, particularly for candidates who are employed or residing outside their home districts.

3. DEPwD has requested all examining authorities under Central Government and State Government establishments to accept the **standardized certificate**, within the validity period mentioned therein, **without insisting upon examination-specific formats**, and to clearly incorporate these provisions in their recruitment and examination notifications. Further, the **format of the certificate** prescribed in DEPwD's Written Examination Guidelines dated **01.08.2025** (for competitive public examinations) be treated as the standard format, once the abeyance on the applicability of the said guidelines is revoked.

4. In view of above, you are requested to comply with the above instructions, and disseminate them to all the postal establishments under your jurisdiction, for strict compliance.

5. This issue with the approval of the Competent Authority.

Yours faithfully,

(Prabha Sharma)
Assistant Director General (PE-I & RC)

Encl: As above.

Copy for similar action to: -

(i)Director(SPN)

(ii)Director(DE)

(iii)Director(GDS)

Copy to:

i. PPS/Sr PPS/PSO to Secretary (P)/DGPS
ii. PPS/ Sr PPS/PSO to Members
iii. PPS/Sr PPS/PSO to Sr DDGs/CGMs/Director RAKNPA
iv. PPS/Sr PPS/PSO to DDGs/GMs
v. All Directors/ADGs/SOs/ADs in the Directorate
vi. Director, CEPT, Mysuru for uploading on India Post Website
vii. ADG (Admin)-for uploading the order on e-office notice board.

No. 34-04/2022
Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
****

5th Floor, B Wing, Pt. Deendayal Antodaya Bhawan,
CGO Complex, Lodhi Road New Delhi-110003
Dated: 6 February, 2026

To,

1. The Secretary, All Ministries/Departments (as per standard list)
2. The Principal Secretaries of Departments dealing with disability matters in all States/UTs.

Subject: Standardization of "Certificate regarding Physical Limitation to Write" for Persons with Benchmark Disabilities (PwBD) in Competitive Examinations.

Sir/Madam,

This is in reference to the representation received from Shri Antareep Maity, a Person with Benchmark Disability (PwBD) certified with 70% permanent low vision disability, seeking issuance of a permanent or standardized "Certificate regarding Physical Limitation to Write" to be accepted across examinations conducted by various authorities.

2. In this context, attention is invited to the provisions under the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) and the Guidelines issued by the Department of Empowerment of Persons with Disabilities (DEPwD) vide OM dated 29.08.2018 (for benchmark disabilities) and 10.08.2022 (for below benchmark disabilities). These guidelines stipulate that PwBD/PwD candidates who have physical limitations to write, including those with visual impairments, are entitled to compensatory time not less than 20 minutes per hour of examination, whether using a scribe or not, subject to a certificate from medical board, wherever necessary, as specified in the Guidelines.

3. The validity of such certificates is specified upto 6 months/ as certified by the medical board in terms of the Guidelines issued in 2022. The 2018 Guidelines are however, silent on the period of validity of such certificates. The DEPwD's written exam Guidelines issued on 01.08.2025 (in abeyance till 31.03.2026) prescribes maximum period of validity of such certificate as one year.

4. As brought out in the representation, different examining authorities are issuing varying certificate formats (e.g., Annexure–A/B/C, Type–1/2/3, etc.) for medical boards to certify use of scribe/compensatory time for PwD candidates. Consequently, candidates with benchmark / below benchmark disabilities are compelled to repeatedly approach government hospitals for re-verification and fresh issuance of such certificates. This practice imposes significant hardship, financial strain, and loss of preparation time—particularly affecting candidates employed or residing outside their home districts.

5. To remove this undue hardship, all examining authorities in r/o Central Government and State Government establishments are requested to accept the standardized certificate, within the validity period as mentioned in the certificate, without insisting on exam-specific formats and to

clearly mention these provisions in recruitment and examination notifications. The format of the certificate, as prescribed in the DEPwD's written exam Guidelines dated 01.08.2025 (for competitive public written exams) may be referred as standard format once the abeyance on the applicability of the Guidelines is revoked.

Encl: as above

(Debala Bhattacharjee)
Under Secretary to the Govt. of India
(Email: debala.joarder@gov.in)

Copy to:

Sh. Antareep Maity,
76/5, Thakur Ramkrishna Lane,
Howrah-711104
E-mail: antareepmaity1996@gmail.com

क्रमांक 34-04/2022

भारत सरकार

सामाजिक न्याय एवं अधिकारिता मंत्रालय

दिव्यांगजन सशक्तिकरण विभाग

****

पांचवीं मंजिल, बी विंग, पं. दीनदयाल अंत्योदय भवन,
सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003
दिनांक: 9 फ़रवरी, 2026

प्रति,

1. सभी मंत्रालयों/विभागों के सचिव (मानक सूची के अनुसार)
2. सभी राज्यों/संघ राज्य क्षेत्रों में दिव्यांगजन से संबंधित विभागों के प्रधान सचिव

विषय: प्रतियोगी परीक्षाओं में बेंचमार्क दिव्यांगता वाले व्यक्तियों (PwBD) के लिए "लिखने में शारीरिक अक्षमता संबंधी प्रमाण-पत्र" का मानकीकरण।

महोदय/महोदया,

यह पत्र श्री अंतरीप मैती से प्राप्त अभ्यावेदन के संदर्भ में है, जो 70% स्थायी कम दृष्टि दिव्यांगता से प्रमाणित बेंचमार्क दिव्यांग व्यक्ति (PwBD) हैं। उन्होंने विभिन्न प्राधिकरणों द्वारा आयोजित परीक्षाओं में मान्य होने हेतु एक स्थायी अथवा मानकीकृत "लिखने में शारीरिक अक्षमता संबंधी प्रमाण-पत्र" जारी किए जाने का अनुरोध किया है।

2. इस संदर्भ में, दिव्यांगजन अधिकार अधिनियम, 2016 (RPwD अधिनियम, 2016) के प्रावधानों तथा दिव्यांगजन सशक्तिकरण विभाग (DEPwD) द्वारा जारी दिशानिर्देशों—दिनांक 29.08.2018 (बेंचमार्क दिव्यांगता हेतु) और 10.08.2022 (बेंचमार्क से कम दिव्यांगता हेतु)—की ओर ध्यान आकृष्ट किया जाता है। इन दिशानिर्देशों के अनुसार, वे PwBD/PwD अभ्यर्थी जिनको लिखने में शारीरिक अक्षमता है, जिनमें दृष्टिबाधित अभ्यर्थी भी शामिल हैं, स्क्राइब का उपयोग करें या न करें—दोनों ही स्थितियों में—परीक्षा के प्रत्येक घंटे के लिए कम से कम 20 मिनट का प्रतिपूरक समय पाने के हकदार हैं, बशर्ते कि जहाँ आवश्यक हो, चिकित्सकीय बोर्ड द्वारा प्रमाण-पत्र प्रस्तुत किया जाए, जैसा कि दिशानिर्देशों में निर्दिष्ट है।

3. वर्ष 2022 में जारी दिशानिर्देशों के अनुसार, ऐसे प्रमाण-पत्रों की वैधता अवधि अधिकतम 6 माह या चिकित्सकीय बोर्ड द्वारा प्रमाणित अवधि तक निर्धारित है। हालांकि, वर्ष 2018 के दिशानिर्देशों में ऐसे प्रमाण-पत्रों की वैधता अवधि के बारे में कोई स्पष्ट प्रावधान नहीं है। दिव्यांगजन सशक्तिकरण विभाग द्वारा 01.08.2025 को जारी लिखित परीक्षा संबंधी दिशानिर्देश (जो 31.03.2026 तक स्थगित हैं) में ऐसे प्रमाण-पत्रों की अधिकतम वैधता अवधि एक वर्ष निर्धारित की गई है।

4. अभ्यावेदन में यह भी उल्लेख किया गया है कि विभिन्न परीक्षा आयोजित करने वाले प्राधिकरण, PwD अभ्यर्थियों के लिए स्क्राइब/प्रतिपूरक समय के प्रमाणन हेतु चिकित्सकीय बोर्डों द्वारा भिन्न-भिन्न प्रारूपों (जैसे—अनुलग्नक A/B/C, प्रकार-1/2/3 आदि) में प्रमाण-पत्र जारी करवा रहे हैं। परिणामस्वरूप, बेंचमार्क अथवा बेंचमार्क से कम दिव्यांगता वाले अभ्यर्थियों को बार-बार सरकारी अस्पतालों में पुनः सत्यापन एवं नए प्रमाण-पत्र प्राप्त करने के लिए जाना पड़ता है। यह प्रक्रिया अभ्यर्थियों पर अत्यधिक मानसिक कष्ट, आर्थिक बोझ तथा तैयारी के समय की हानि का कारण बनती है—विशेष रूप से उन अभ्यर्थियों के लिए जो कार्यरत हैं या अपने गृह जनपद से बाहर निवास करते हैं।

5. इस अनावश्यक कठिनाई को दूर करने हेतु, केंद्र सरकार एवं राज्य सरकार के अधीन सभी परीक्षा आयोजित करने वाले प्राधिकरणों से अनुरोध किया जाता है कि वे प्रमाण-पत्र में उल्लिखित वैधता अवधि के भीतर मानकीकृत प्रमाण-पत्र को स्वीकार करें तथा परीक्षा-विशिष्ट प्रारूपों पर जोर न दें। साथ ही, भर्ती एवं परीक्षा अधिसूचनाओं में इन प्रावधानों का स्पष्ट उल्लेख किया जाए। दिव्यांगजन सशक्तिकरण विभाग द्वारा 01.08.2025 को जारी लिखित परीक्षा दिशानिर्देशों (प्रतियोगी सार्वजनिक लिखित परीक्षाओं हेतु) में निर्धारित प्रमाण-पत्र प्रारूप को, दिशानिर्देशों पर लगी स्थगन अवधि समाप्त होने के पश्चात, मानक प्रारूप के रूप में संदर्भित किया जा सकता है।

संलग्नक: यथोपरि

भवदीय,

देबाला

(देबाला भट्टाचार्य)
भारत सरकार के अवर सचिव
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प्रतिलिपि:
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F. No. P-13013/75/2023-Policy-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
***

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Date: 01 August, 2025

Office Memorandum

Subject: Revised Comprehensive Guidelines for conducting competitive written public examinations (linked to employment or admission to professional or technical courses) for Persons with Disabilities under the Rights of Persons with Disabilities Act, 2016, incorporating the Hon'ble Supreme Court Directives in the matter

Introduction:

These revised Comprehensive Guidelines on the subject are being issued in supersession of all existing instructions on the subject i.e DEPwD's OM No. 29-6/2019-DD-III dated 10.08.2022 and DEPwD's OM No. 34-02/2015-DD-III dated 29.08.2018 with a corrigendum issued in the matter vide OM No. 34-02/2015-DD-III dated 08.02.2019 and, in so far as it is concerned with the competitive written public examinations (linked to employment or admission to professional or technical courses), to bring them in line with the provisions of the RPwD Act, 2016; the Public Examination (Prevention of Unfair Means) Act, 2024; rules made under these legislations, and the directions of the Hon'ble Supreme Court in their Orders dated 11.02.2021, 23.11.2021 and 03.02.2025 in Vikas Kumar Vs. UPSC, Avni Prakash Vs. National Testing Agency and Gulshan Kumar Vs IBPS and Ors. respectively.

Applicability of the Guidelines:

2. These guidelines will apply **only to the competitive exams leading to jobs and admission to professional courses and NOT to the regular school (board)/ college/ university academic exams** for which the earlier guidelines i.e. DEPwD's OM No. 29-6/2019-DD-III dated 10.08.2022 and DEPwD's OM No. 34-02/2015-DD-III dated 29.08.2018 with a corrigendum issued in the matter vide OM No. 34-02/2015-DD-III dated 08.02.2019 and, will continue to be valid till further orders.

3. These Guidelines apply to all individuals defined as Persons with Disabilities under Section 2(s) of the Rights of Persons with Disabilities (RPwD) Act, 2016. However, the facility of assistance (i.e. technological aid like software enabled laptop/ desktop, reader, lab assistant or scribe, as prescribed in the subsequent paragraphs) during written exam may be provided to all such candidates who, due to their disability,

face functional limitations in writing an examination, irrespective of the nature or extent of their disability. This includes, but is not limited to, individuals with physical limitations in writing, visual impairments preventing reading or writing, intellectual disabilities affecting comprehension or expression, or any other disability that impedes their ability to participate effectively in the examination process, as certified by a competent authority, as specified in the following guidelines.

4. Rule 5 of Public Examinations (Prevention of Unfair Means) Rules, 2024 provides that the National Recruitment Agency, on behalf of the Central Government, shall in consultation with the stakeholders, prepare norms, standards and guidelines for **the computer-based test mode** of examination, which shall be notified by the Central Government that will inter alia include guidelines for providing scribes.

[*Note: Public Examinations (Prevention of Unfair Means) Rules, 2024 mentions that the computer-based test includes activities, such as registration of candidates, allocation of centres, issue of admit cards, opening and distribution of question papers at public examination centres, evaluation, and final recommendations. National Testing Agency specifies that a CBT requires candidates to sit in front of a computer terminal (node) allocated to them against their Roll number and Admit card*.]

<u>Facilities to be provided for Persons with Disabilities in written examinations</u>:

5. Choice of Mode of Examination, aids and assistive devices and use of technology:

A. Independent Mode of Writing the Examination:

i. The Examining Bodies shall encourage candidates to take the examination **independently,** with the assistance of technology such as software-enabled laptops, desktops, Braille/ large print, or by recording their answers. The examining bodies, to that extent, shall make corresponding technological paraphernalia (i.e., software-enabled laptops/desktops, Braille/ large print, or recording devices) available in sufficient numbers with comprehensive coverage for Indian Languages and English.

ii. Where job and academic requirements necessitate that employees or students work independently with computers, the examining bodies will offer the option to PwD candidates to take the exam on a laptop or desktop, enabling them to write the exam **independently without the assistance** of a scribe. Examining Bodies are expected, in general, to decrease the need for scribes gradually and enable candidates to participate in the examination, demonstrating and realizing their full potential and capacity, with reasonable accommodations on a case-by-case basis. Assistance has been prescribed in the paragraph 5.B for different types of public exams, depending on the nature of academic/ job requirements, and also

taking into account the broader and long-term interests of Persons with Disabilities, as discussed in the subsequent paragraphs.

[*Note: Technology interventions like JAWS (Job Access with Speech)/ NVDA(Non visual Desktop Access), ORCA, large prints, tactile graphics, magnification software etc for blind/ low vision candidates; voice recognition software/ head-mouse etc for locomotor disabilities; text-to-speech or vice versa software for persons having difficulty in reading like dyslexia etc., LaTeX+TeX / Math ML content add-on/software may be explored as reasonable accommodation; The software mentioned herein are illustrative and not exhaustive*].

iii. Significant inputs have been received from responsible bodies like UPSC, DoPT, NRA, etc., expressing concern over the credibility and transparency of the exams being undertaken by the PwDs by using a scribe, in general. In particular, the provision of 'Own Scribe' has been identified as a significant vulnerability in maintaining the integrity and fairness of the examination process. Instances of malpractice, including collusion between candidates and their privately arranged scribes, have been observed by various Examining Bodies, where scribes wrote answers independently without adequate dictation, thereby undermining the examination's credibility.

Such actions not only violate the principles of a level playing field but also put at a disadvantage the candidates who take the exams on their own by using technology or rely on the examining bodies' vetted scribes. Furthermore, given the evolving specialized requirements in technical/ professional domain-specific fields, both in academia and in jobs, independent functioning is essential after the placement of the selected candidate into a specific job or an advanced academic course.

Therefore, in all such cases, where independent work capability is a critical job/ academic requirement, the examination's confidentiality, integrity, and equity in terms of Public Examination (Prevention of Unfair Means) Act, 2024 and rules made thereunder needs to be upheld while making the performance in the exams relatable to the output in the jobs/ rigorous professional courses. Hence, emphasis will be placed on having candidates write the exams independently.

However, in cases such as the non-availability of technological paraphernalia, i.e., software-enabled laptops/desktops, Braille/ large print, or recording devices for the answers, or where the candidate wishes to use a Scribe, the use of scribes provided by the Examining Bodies, who are rigorously identified and supervised, may be resorted to. Various EBs are provided a non-negotiable time limit of 2 years (effective from the date of issue of these Guidelines) for consolidating (if not already existing) a comprehensive pool of scribes. This measure will ensure uniformity and prevent exploitation of the provision. The "own scribe" provision may be allowed, as a last resort, until the "pool of scribes" is ready for applicants who do not opt for the use of technology, or until the lapse of two years, as specified above, whichever is earlier.

B. Provisions in r/o Scribes/ Reader/ Lab Assistant:

This is to reiterate the overarching emphasis on encouraging candidates to write the exam independently. The scribe, if at all permitted, because of the refusal by the candidate to use technology, has to be provided by the EBs. An own scribe may be allowed if, and only if, the EB is unable to provide a scribe. EBs are, however, expected to form a comprehensive panel of scribes within a maximum of 02 years of the issue of these Guidelines.

The examining bodies (EBs) can work out the provision of providing scribes and eliminating the "candidate's Own scribe" option even before two years of this order, subject to the condition that they offer proper scribes to their candidates who opt for scribes rather than using technology. Note that this decision must be made at the relevant EB level and does not need to be referred to DEPwD.

Accordingly, the provision of scribes and their qualification is prescribed hereunder in r/o various competitive exams, with an overarching aim at augmenting the larger and lasting interests of the Persons with Disabilities, including their contribution to the nation's growth in an inclusive mode.

i. Qualification of the Scribe/Reader/Lab Assistant for Competitive (Professional/ Job-linked) Public Examinations:

Sl No.	Nature of Examination	Qualification of Scribe
1	Competitive Public Entrance Examinations for admission into Graduation/Post Graduation/higher professional/technical courses like IIT-JEE, NEET, CAT, CLAT, UGC-NET, GATE, CUET, etc, and equivalent.	The candidates are encouraged to write the exam on their own using the software-enabled laptop/ desktop/ Braille/ large print or recording device for the answers. In cases where the candidate opts for a scribe rather than using technology, EBs will provide scribes rigorously identified from their pool. The EBs are granted a non-negotiable time limit of 2 years, effective from the date of issuance of these Guidelines, for consolidating (if not existing already) a comprehensive pool of scribes, compatible with Indian languages and English. In cases where the candidate opts for a scribe rather than the use of technology, the qualification of the scribe must be a minimum of "two academic years below" and a maximum of "three academic years below"

		the minimum qualification for appearing in that examination. (*For example, for appearing in Joint Entrance Examinations (Main), if the minimum eligibility is 12th pass or equivalent, the qualification of the scribe may be 10th standard ongoing/below, but not below 9th standard ongoing. Likewise, if the minimum qualification to appear for NET/GATE is post-graduation/equivalent, the scribe may be at most in the final year of Graduation or below (assuming PG is 02 year course), but not below the second-to-last year of graduation. The pass-out graduates may also be eligible in this case as long as they are not enrolled in or started the first year of PG.*)
2	Competitive Public Examinations for recruitment in central government establishments like UPSC-Civil Services Exam, SSC exams, NDA etc., and equivalent	The candidates are encouraged to take the exam independently using a software-enabled laptop/ desktop/ Braille device/ large print device, or recording device to record their answers. In cases where the candidate opts for a scribe rather than using technology, EBs will provide scribes rigorously identified from their pool. The EBs are granted a non-negotiable time limit of 2 years, effective from the date of issuance of these Guidelines, for consolidating (if not existing already) a comprehensive pool of scribes, compatible with Indian languages and English. In cases where the candidate opts for a scribe rather than the use of technology, the qualification of the scribe must be a minimum of “two academic years below” and a maximum of “three academic years below” the minimum qualification for appearing in that examination. *(For example, if the minimum qualification for appearing in the Staff Selection Commission Combined Graduate Level Examination is a Graduate, the scribe's qualification may be in the first academic year of graduation (for a 3 year course), but not below the 12th standard running).*

ii. The facility of Scribe/ Reader/ Lab Assistant must be allowed to any person in the absence of availability of required technology or inability of the candidate (as elaborated in Para-5 A above) to use them.

iii. In case of persons with disabilities in the category of blindness, locomotor disability (Both Arms **only**) and cerebral palsy, the facility of scribe/reader/ lab assistant may be given, if so desired by the person, upon production of valid disability certificate/ UDID card **without requiring of production of any medical certificate as per the proforma at APPENDIX-I.**

iv. In the case of all other specified disabilities i.e., except blindness, locomotor disability (both arm affected-BA **only**), and cerebral palsy, the facility of scribe/reader/lab assistant must be allowed on production of a certificate to the effect that the person concerned has a functional limitation to write, caused by the specified disability and, therefore, a scribe is essential to write the examination on his/her behalf. The certificate is to be issued, **after due medical examination as per Para-3 of these Guidelines**, by the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government healthcare institution as per the proforma at **Appendix-I.**

[Note: *The medical authority for certification as mentioned in point(iii) above should be a multi-member authority comprising the following:-*

(1) *Chief Medical Officer/ Civil Surgeon/ Chief District Medical Officer..... Chairperson*
(2) *Orthopaedic/PMR specialist .....Member*
(3) *Any other expert, based on the condition of the candidate, as may be nominated by the Chairperson..... Member*]

v. The examination body shall identify and make a panel of suitable scribes, according to the examinations.

vi. In limited cases, where the candidate is allowed to bring their own scribe, he/she should submit details of their own scribe as per the proforma at **Appendix-II**.

vii. While bringing own scribe, the details of the scribe is to be provided to the EB at the time of application. The application format has to provide for such a declaration. Else, EB has to provide a dedicated email-id or provide a dedicated link on the designated application portal to provide such information within 15 days of closure of the application subject to changes in scribe to be allowed at short notice (say, a week) in case of exigency.

viii. In case of an own scribe, any objections to be raised by the examination body as regards eligibility of the scribe will have to be raised 30 days before the date of the exam so that the candidate can arrange a different scribe.

ix. If a student/candidate brings a different scribe other than the one previously informed on the day of examination, including the short notice changes referred to above, the Examination Body will provide Scribe from its own pool subject to availability. In case the Examining Body is unable to provide a scribe, they will allow the scribe arranged by the candidate, after taking necessary declarations/documents from the student/candidate, subject to fulfilling the qualifications as mentioned in these guidelines for that particular examination.

x. When the Examining Bodies (EB) are arranging the scribe, it may be ensured, as far as possible, that the scribe is from the same stream/ discipline as the subject of the examination. For. e.g., while assigning a scribe to a student taking a science or technical examination, it may be ensured that the scribe is familiar with the specialised terms and symbols of mathematics, sciences and technical subjects. However, cross-stream scribes may be allowed for general subjects like Language, Humanities or Social Sciences or general open public examinations.

xi. Scribes must be impartial individuals with no conflict of interest that could compromise the impartiality of the examination.

xii. Candidates availing assistance of scribe will have to communicate with the scribe only in the language, as medium of writing the examination, as opted by them in the application (own scribe proforma/online application). Accordingly, invigilators having sufficient understanding of that language to be engaged for effective supervision during the Exam.

xiii. The scribe arranged (own/ provided by examining body) should not himself/herself be the candidate for the exam for which the candidate is appearing.

xiv. “Own Scribe” shall not act as scribe for more than one candidate in a single examination.

xv. In cases where EBs providing scribes, candidates will be allowed to meet the scribe for a 20-minute interaction session one hour before the start of the examination at the assigned venue.

xvi. In cases where candidates request a change of scribe on valid grounds, such as language barriers, they can submit a request to the examination body to change the scribe. Only one such request will be considered by the Examination Body (EB), and the acceptance of the request is subject to the

availability of another scribe on the date of examination or other related factors.

xvii. EB may dedicate specific venues for PwD candidates and their scribes (with an additional number of scribes available for any exigency during exam hours), where the EB can invest more in terms of CCTV, trained invigilators, etc.

xviii. The candidates should also be allowed to take more than one scribe/ reader to write different papers. However, there can be only one scribe per subject.

xix. The examination body shall not change the process of indicating scribe details or any other accessibility needs / reasonable accommodations from the date of initial advertisement till the conclusion of the exam in question.

Compensatory time:

6. Availability of Compensatory time is as follows:

i. The ”compensatory time” should be allowed for not less than 20 minutes per hour of examination for candidates with disabilities, having functional limitations in writing as specified in these guidelines and assessed by the prescribed medical authority, whether they are using the services of a scribe/reader/lab assistant or not.

ii. In case the duration of the examination is less than one hour, then the duration of compensatory time should be allowed on a pro-rata basis in a fraction of an hour.

Accessible Examination Centres:

7. The examination centres should ensure barrier-free entry and navigation, with ramps, lifts, wide corridors and doors, signage and directions, audio announcements for visually impaired candidates, accessible seating arrangements, preferably on the ground floor, etc. The staff on examination duty should be briefed/trained on disability etiquette and how to handle assistive technology. Medical personnel should be available in the Centre in case of emergencies.

8. A separate examination room and a quieter venue, wherever possible, may be arranged for SLD/ neurodiverse/ candidates with chronic health conditions.

Miscellaneous:

9. Some more accommodations to be observed by the examining bodies are given below:

a. In case any candidate reporting disability caused by an incident that happened after filling out the application form, they may be allowed for reasonable accommodations as specified under these guidelines after production of a valid certificate of disability and medical certificate as per Appendix I.

b. The certificate of disability issued under the now-repealed Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (PWD Act), the Rights of Persons with Disabilities Act, 2016, and corresponding rules should be accepted nationwide.

c. The Bodies conducting the examinations, when notifying the commencement of such examinations, shall declare a dedicated complaint resolution system to address grievances raised by candidates with disabilities regarding issues related to the examination.

d. The Examining Bodies shall establish suitable incentive programs for their pool of scribes to ensure availability and provide necessary training to scribes empaneled in this pool.

e. EBs are required to introduce a feedback system by the examinee, to ensure quality of scribes in the pool.

f. The examination bodies shall conduct periodic sensitization of all invigilators, officials handling the examination centers, persons involved in providing resolution to candidate queries as well as complaint redressal officials involved. Such sensitization shall be designed keeping all disabilities in mind and shall be held at least once every year.

g. The authorities/ officials in charge of decision making process, who fail to follow these Guidelines and formulate Guidelines which exclude PwDs are liable for penal action against them by appropriate authority.

h. All Examination Body/Recruiting Bodies shall ensure the protection of candidates' personal, medical, and disability-related data, collected solely for examination purposes and accommodations. Data should be securely stored, encrypted, and accessed only by authorized personnel, in compliance with the Digital Personal Data Protection Act, 2023, and RPwD Act, 2016.

10. The Authority conducting the examination will have the power to take necessary action/ impose penalty, as deemed fit, in case of observance of any malpractice by the candidate/ scribe.

11. The Bodies conducting the examinations are to ensure the implementation of these guidelines while conducting written examinations involving persons with

disabilities. All concerned authorities are requested to ensure strict adherence to these guidelines through periodic surveys/verification. To ensure its uniform implementation, the authorities are to inspect their existing guidelines and re-notify them in consonance with these Guidelines within a period of 03 months from the date of issuance of these Guidelines.

12. These Guidelines take effect with the date of its issue and are issued with the approval of Hon'ble Minister, Social Justice & Empowerment.

01 Aug 2025

(Debala Bhattacharjee)
Under Secretary to the Government of India
(email: debala.joarder@gov.in)

To

1. The Secretary, all Ministries/Department as per standard list
2. The Chairperson, UPSC, Shahjahan Road, New Delhi.
3. The Chairperson, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. The Chairperson, University Grants Commission Chairperson, Bahadurshah Zafar Marg, New Delhi-110002
5. The Chairperson, Railway Board, M/o Railways
6. The Chairperson, National Testing Agency, First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi, Delhi 110020
7. All National Institutes and RCI under the administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to:

a. O/o the Chief Commissioner for Persons with Disabilities, Dwarka, New Delhi
b. The Director, IT Cell, DEPwD with a request to arrange uploading the Guidelines (English and Hindi) to DEPwD website at the link https://depwd.gov.in/guidelines-2/

Appendix-I

Certificate for recommendation of scribe/reader/lab assistant and/or Compensatory Time for persons with disabilities as defined under Section 2(s) of the RPwD Act 2016 and have limitation in writing as specified in the Guidelines.

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 disability/condition. He/ she requires support of scribe/ reader/lab assistant/and or Compensatory Time as specified in the Guidelines, for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified)/ other (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 Examining Bodies and is valid up to____(it is valid for maximum period of one year or less as may be certified by the medical authority)

Signature of medical authority

Name of Government Hospital/ Health Care Centre with Seal
Place
Date

Appendix-II

Letter of Undertaking by the persons with disabilities as defined under section 2(s) of RPwD Act 2016 using the services of scribe/reader/lab assistant during written examinations conducted by various authorities as specified in the Guidelines.

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/reader/lab assistant for the undersigned for taking the aforementioned examination. I further declare that there is no conflict of interest of any kind that may affect the impartiality of the 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 the specified qualification for the examination as mentioned in the extant Guidelines, I shall forfeit my right to the post/position/academic seat I am competing for and claims relating thereto.

(Signature of the candidate)

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

Place:
Date:

No. SC-12/16/2025-RC-DOP
भारत सरकार / Government of India
संचार मंत्रालय / Ministry of Communications
डाक विभाग / Department of Posts
(आरक्षण प्रकोष्ठ/Reservation Cell)

डाक भवन, संसद मार्ग /Dak Bhawan, Sansad Marg,
नई दिल्ली / New Delhi-110001
Date: 16-01-2026

To,

All Heads of the Postal Circles,

Subject: - Extension of abeyance of applicability of revised Comprehensive Guidelines for conducting written public examinations dated 01.08.2025 for Persons with Disabilities under the RPwD Act, 2016.

Sir/Madam,

In continuation of this office' letter of even number dated 19.09.2025 **(copy enclosed)** vide which a copy of OM No. P-13013/75/2023-Policy-DD-III dated 01.08.2025 and 10.09.2025 issued by Department of Empowerment of Persons with Disabilities (Divyangjan) (DEPwD) on the subject mentioned above, was forwarded to all the Postal Circles/Units.

2. Now, DEPwD vide their OM dated 30 December, 2025 **(copy enclosed)**, has decided **to extend the abeyance of applicability of the revised Guidelines dated 01.08.2025 beyond 31.12.2025 and up to 31.03.2026.**

3. It is requested that the contents of the OM dated 30 December, 2025, may kindly be brought to the notice of all concerned Units/Divisions/Sections under your jurisdiction, for strict compliance.

4. This issues with the approval of Competent Authority.

Yours faithfully,
Digitally signed by
Prabha Sharma
Date: 16-01-2026
14:56:33
(Prabha Sharma)
Assistant Director General (PE-I & RC)

Encls: - As above.

Copy to: -

(i) PPS/Sr PPS/PSO to Secretary (P)/DGPS
(ii) PPS/ Sr PPS/PSO to Members
(iii) PPS/Sr PPS/PSO to Sr DDGs/CGMs/Director RAKNPA
(iv) PPS/Sr PPS/PSO to DDGs/GMs

File No. SC-12/16/2025-RC-DOP (Computer No. 3177462)
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(v) All Directors/ADGs/SOs/ADs in the Directorate

1126079
09/01/26

Secretary (Posts)
Dy. No. 34-64
Date 6/1/26

उप महानिदेशक (कार्मिक) का कार्यालय
O/o Dy. Director General (P)
डा.सं./Dy. No. 4170
दिनांक/Date 08/01/2026

No. P-13013/75/2023-Policy-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
***

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Date: 30th December, 2025

Office Memorandum

Subject: Extension of abeyance of applicability of revised Comprehensive Guidelines for conducting competitive written public examinations dated 01.08.2025 for Persons with Disabilities under the RPwD Act, 2016-reg.

The undersigned is directed to refer to this Department's Office Memorandum dated 01.08.2025, vide which the Guidelines for conduct of written examinations for Persons with Benchmark Disabilities (PwBDs) were revised, and to the subsequent Office Memorandum dated 10.09.2025, wherein it was clarified that, in view of the preparedness of examining bodies and in the interest of the Divyangjan community, all competitive public examinations notified or to be notified up to and including 31.12.2025 would continue to be conducted as per the Guidelines dated 29.08.2018, the subsequent corrigendum thereto, and the Guidelines issued on 10.08.2022.

2. In continuation thereof, and in view of the ongoing stakeholder consultations with examining bodies and organizations representing persons with disabilities, it has been decided, with the approval of the competent authority, **to extend the abeyance of applicability of the revised Guidelines dated 01.08.2025 beyond 31.12.2025 and up to 31.03.2026.**

3. Accordingly, all competitive public examinations notified or to be notified up to and including 31.03.2026 shall continue to be conducted in accordance with the Guidelines dated 29.08.2018, the subsequent corrigendum thereto, and the Guidelines issued on 10.08.2022.

4. This issues with the approval of the competent authority.

(Debala Bhattacharjee)
Under Secretary to the Government of India
(email: debala.joarder@gov.in)

DD(P) 7/1/26
Director (Life & H.)
ADG (RC) 9/1/26

File No. SC-12/3/2026-RC-DOP (Computer No. 3194452)
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To,

1. The Secretary, all Ministries/Department as per standard list
2. The Chairperson, UPSC, Shahjahan Road, New Delhi.
3. The Chairperson, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. The Chairperson, University Grants Commission Chairperson, Bahadurshah Zafar Marg, New Delhi-110002
5. The Chairperson, Railway Board, M/o Railways
6. The Chairperson, National Testing Agency First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi, Delhi 110020
7. The Chairman, IBPS
8. The Chairman, CBSE, CBSE Integrated Office Complex, Sector-23, Phase - I, Dwarka New Delhi - 110077
9. All National Institutes and RCI under the administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to:

a. O/o the Chief Commissioner for Persons with Disabilities, Dwarka, New Delhi
b. The Director, IT Cell, DEPwD with a request to kindly arrange uploading the OM to DEPwD website at the link https://depwd.gov.in/guidelines-2/ and also under What's New section

F. No. 29-6/2019-DD-III
Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
***

Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi – 110003
Dated: the 10th 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.

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(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/Civil Surgeon/Chief District Medical Officer.....Chairperson				

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:

6

F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of of Persons with Disabilities (Divyangjan)
***

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Dated: the 29th August, 2018

Office 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.

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".

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.

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

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

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.

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. Pannda)
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

APPENDIX- I

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 & 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, Lcomotor disability – Prthopaedic specialist/PMR).

APPENDIX- II

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: