

Burdwan Municipality

Recruitment of various Post under various Category

Date of Examination 5/8/2018

Guideline regarding person with disabilities using the service of a scribe

The facility of Scribe / Reader would be allowed to Visually Impaired (VI) and Orthopedically Handicapped (OH) candidates who have disability of 40 % or more if so desired by the person. The facility of scribe is meant for only those candidates with disabilities who have physical limitation to write including that of speed. In all such cases 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 will have to arrange his/ her own scribe at his/ her own cost.
- The scribe can be from any academic discipline.
- Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfil any of the
- laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Visually Impaired candidates under Blind/Low Vision and other candidates whose writing speed is affected by cerebral palsy whether availing the facility of scribe or not shall be eligible for a compensatory time of 20 minutes for every hour of the examination.
- The candidate opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her.
- Conversation between the candidate and the scribe should not disturb in any way the peace in the examination hall or the other candidates seated in the examination hall/room.
- Scribe must not be a candidate of this requirement.

(Please fill up the DECLARATION and submit along with the Photo copy of Admit card at the time of Examination)

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ **eligible candidate** for the

_____ (Post & Category) examination in Burdwan

Municipality to be held on 5/8/2018 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 Challenged 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 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
6. I _____ (Scribe), am not a candidate for this recruitment.

Given under our signature and contact details: -

	SCRIBE	CANDIDATE
	Signature:	Signature:
	Name:	Name:
	Address:	Address:
Photograph of the Scribe To be signed by Scribe and Candidate	Contact No.:	Contact No.:
		Roll No:

Signature of Invigilator