

**GUIDELINES REGARDING PERSONS WITH BENCHMARK DISABILITIES
USING THE SERVICES OF A SCRIBE**

Facility of scribe is permissible under the Government of India rules governing the recruitment of Persons with Benchmark Disabilities, for Persons with Benchmark Disabilities who have disability of 40% or more if so desired by the person, and his/her writing speed is adversely affected. In all such cases where a scribe is used, the following rules will apply:

- **Please ensure that you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Benchmark Disability.**
- Both the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format given under.
- The scribe may be from any academic stream.
- The candidate availing services of a scribe is eligible for “compensatory time” of 20 minutes for every hour. This includes candidates with disability who have physical limitation to write including that of speed whether availing the facility of scribe or not.
- Only candidates who request for compensatory time at the time of reporting for the test will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible to allow such time if he / she has not informed the same in advance.
- Candidates who have not requested for compensatory time in advance shall not be allowed such concessions.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate. In addition the scribe arranged by the candidate should not be a candidate for the test. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- Any misconduct committed by the scribe shall amount to a misconduct committed by the short-listed candidate who is using the scribe and is liable for disciplinary action as may be deemed appropriate.

Please fill up this DECLARATION FORM and submit along with the call letter to the invigilator at the venue on the day of test. The candidate should also submit a valid Certificate of Benchmark Disability (minimum 40% disability) in the prescribed format obtained from a notified authority by Government of India / State Government.

Annexure I

DECLARATION (STRIKE OFF WHICHEVER IS NOT APPLICABLE)

We, the undersigned, Shri/Smt/Kum. _____ **short-listed candidate** for the Objective type online test to the post of _____ at Hoogly Cochin Shipyard Limited (HCSL), Kolkata on and Shri/Smt/Kum. _____ **eligible scribe** for the short-listed candidate, do hereby declare that: -

- i. The scribe is identified by the candidate at own cost and as per own choice. The candidate belongs to the category of Persons with Benchmark Disabilities, writing speed is adversely affected, and needs a scribe as permissible under the Government of India rules governing the recruitment of Persons with Benchmark Disabilities.
- ii. The educational qualification of the candidate and scribe are as under:

| Educational qualification of candidate | Educational qualification of the scribe |
|--|---|
| | |

- iii. I understand that as per the rules, a candidate belonging to the category of Persons with Benchmark Disabilities and writing speed is adversely affected, is eligible for “compensatory time” of 20 minutes for every hour of the examination, whether availing the facility of scribe or not.
- iv. I _____ (Scribe), am not a candidate for this recruitment and I am not a scribe used by more than one candidate. We jointly understand that if violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- v. 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.
- vi. 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 test. 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.

Name & Signature of Candidate
Roll No:
Date:

Name & Signature of Scribe
Date:

Signature of Invigilator with Date: