



Sardar Patel University, Mandi

(A State Government University)



Guidelines for the Persons with Disabilities to use the services of Scribe

PWD (i.e. person who has benchmark disability of 40% or more) candidates who have physical limitation, thereby preventing them from properly operating the Computer Based Test (CBT) platform may avail the services of a scribe as per the guidelines mentioned below:

- 1) The desirous candidates will have to arrange their own scribe at their own cost.
- 2) The scribe should have matriculation (10th class) as his/her highest academic qualification attained within the past two years only.
- 3) The PWD candidate who is opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her.
- 4) During the CBT, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated, and candidate's candidature will be cancelled.
- 5) Conversation between the candidate and the scribe should not disturb in any way the peace in the examination or the other candidates seated in the examination hall/room.
- 6) The Candidates must note that they are allowed the assistance of the scribe during the Examination only for reading out the Questions to them and for indicating answers as per their directions. They are not allowed to take the help of the scribe for finding the correct answer to the Questions and no communication, including subtle hints by the scribe, will be allowed during the CBT.
- 7) In case it is detected at any stage of recruitment that the candidate do not fulfill the eligibility norms and/or that the information furnished by him/her and scribe are incorrect/false or that they 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 shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.
- 8) Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes per hour for the Computer Based Test (CBT).
- 9) Such candidates who need the assistance of the scribe during the aforesaid examination are required to submit the following documents through email to spumandicbt@gmail.com within 7 days of issue of this notice:
 - i) Duly filled and signed declaration form (enclosed as Annexure-I) with the latest passport size photograph of the scribe.
 - ii) Educational Qualification certificate(s) of the Scribe.
 - iii) Any of these valid identity proof of the scribe viz. Aadhar card/ Driving Licence/ Voter card/ Passport/ Ration Card with address, for the person whose photo is affixed).

Note: Above mentioned documents are required to be produced in original by the candidate & scribe on the day of examination (CBT).

DECLARATION TO BE FILLED UP BY THE CANDIDATE FOR USING SCRIBE

Registration No.: _____

Nature of Disability: _____

We, the undersigned, Mr./Ms. _____, candidate for the Computer based Test for the recruitment of JOA(IT) in Sardar Patel University, Mandi and Mr./Ms. _____ Scribe for the candidate do hereby declare that;

1. The scribe is identified by me (the candidate) and I have selected him/her as per my choice.
2. Details of the Scribe:

Full Name & Complete Address of the Scribe	Educational Qualification(s) of the Scribe mentioned with the year of completion	Latest passport size Photograph of the Scribe [To be pasted in the box below]

3. We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes 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 also understand that in case it is detected at any stage of admission that we do not fulfill the eligibility norms for availing services of scribe 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 to the online/written test(s), even if any of these shortcomings is/are detected after the candidate's admission, his/her admission are liable to be cancelled. In such circumstances, both signatories will be liable to criminal prosecution.

Signature/Left Thumb Impression of the Scribe	Signature/Left Thumb Impression of the Candidate

Note: This form is to be scanned & emailed alongwith other relevant documents to spumandicbt@gmail.com
Original documents are to be produced on the day of examination (CBT).