

GUIDELINES FOR USING SCRIBE

The candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the examination. Scribe is allowed only in those cases where the percentage of the disability of the candidate as mentioned above is 40% or more than 40%. In all such cases where a scribe is used, the following rules will apply:-

1. Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities and the percentage of your above mentioned disability is 40% or more than 40%.
2. The candidate will have to arrange his own scribe at his own cost.
3. Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph and copy of ID proof of the scribe alongwith copy of ID proof of the candidate and disability certificate issued by the competent authority, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that she/he did not fulfill 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.
4. **Low Vision candidates with disability of 40% or more and the candidates whose writing speed is affected by cerebral palsy with disability of 40% or more ,whether availing the facility of scribe or not shall be allowed compensatory time of 20 minutes per hour of the written examination. The VH candidates with disability of 40% or more who are not using the facility of scribe also need to produce disability certificate in original in the prescribed format issued by a Govt. hospital certifying the impairment of 40% or more to avail the facility of additional time.**

PLEASE FILL UP THE DECLARATION FORM AND SUBMIT TO THE ROOM INVIGILATOR AT EXAMINATION CENTRE ALONGWITH COPY OF ID PROOF OF THE SCRIBE, COPY OF DISABILITY CERTIFICATE, ID PROOF AND ADMIT CARD OF THE CANDIDATE.

POSTMAN/MAILGUARD EXAMINATION, TELANGANA CIRCLE
SCRIBE AND CANDIDATE DECLARATION FORM

1. We, the undersigned, Shri/Smt./Kum. _____ eligible candidate for the written examination for the recruitment of Postman/Mail guard to be held on _____ and Shri./Smt./Kum. _____ eligible writer (scribe) for eligible candidate, do hereby declare that:-

- (i) The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is low vision or affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected and he/she needs a writer(scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons and the percentage of above mentioned disability of the candidate is 40% or more than 40%.
- (ii) As per the rules, the low vision candidates whether availing facility of scribe or not shall be allowed for compensatory time of 20 minutes per hour of the written examination.

2. In view of the importance of time element and the examination being a competitive nature, the candidate undertakes to fully satisfy the competent medical authority that there was necessity for use of scribe as his/her writing speed is affected by the disability mentioned above.

3. The scribe arranged by the candidate 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 recruitment process, candidature of both the candidate and scribe will be cancelled.

4. 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 written test(s). 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.

5. I, (Scribe), am not a candidate for this recruitment.

Given under our signature and contact details :-

Signature of the Scribe

Postal address of the Scribe

Signature of the candidate

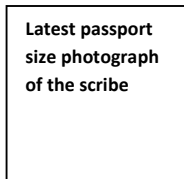
Centre Code :

Roll No :

Postal address of the candidate

**Mobile No. & Landline No. of the scribe
(With STD code)**

**Mobile No. & Landline No. of the candidate
(With STD code)**



Signature of the invigilator