



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानवसंसाधनअनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीयविज्ञानसंस्थान/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/BANGALORE – 560012

GUIDELINES REGARDING PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:

1. The following guidelines are provided for the benefit of PwBD/PwD candidates who have applied for the post of Administrative Assistant at the Institute and are scheduled to appear for the Job-Oriented Aptitude Test on Sunday, 05th July 2026:

- (a) As per the guidelines issued by Government of India, in case of **persons with benchmark disabilities (PwBD - 40% and more) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy**, may use services of a scribe at their own cost, upon production of valid disability certificate/ UDID card.
- (b) 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 will be allowed on production of a certificate to the effect that the candidate 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 has to be issued by the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government healthcare institution as per the proforma attached at **Annexure-I**.
- (c) The facility of scribe will also be allowed to PwD candidates having less than 40% disability and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be allowed on production of certificate as per **Annexure-IA**.
- (d) The candidate will be allowed to use aids and assistive devices such as prosthetics & orthotics, hearing aid as mentioned in the certificate issued by medical authority.

2. Instructions for Scribe:

- The facility of scribe will be allowed to the PwBD/ PwD candidates only if he/she has opted for the same in the online application form.
- The candidate is responsible for arranging a scribe at his/her own cost.
- The candidate and scribe should submit the Letter of Undertaking as per the proforma attached at **Annexure-II**.
- 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 the job-oriented aptitude test. Since the minimum qualification for appearing in the job-oriented aptitude test for the post of Administrative Assistant is bachelor’s degree, 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.
- “Own Scribe” shall not act as scribe for more than one candidate.

- The scribe arranged should not himself/herself be the candidate for the job-oriented aptitude test of Administrative Assistant. If violation of the above is detected at any stage, the candidature of both the candidate and the scribe will be cancelled.
- Scribes must be impartial individuals with no conflict of interest that could compromise the impartiality of the job-oriented aptitude test.
- During the job-oriented aptitude test, at any stage, if it is found that scribe is independently answering / solving the questions himself, the examination session for such candidate will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the job-oriented aptitude test by the test administrator personnel that the scribe independently answered the questions.
- The assistance that the Scribe can render to the candidate is limited to ONLY reading the instructions and test paper displayed on the computer screen verbatim and in assisting with the mouse-clicks, if the candidate is not able to do so. The Scribe shall NOT translate / interpret / emphasize the Test Paper contents to the Candidate.
- The Institute reserves the power to take necessary action/ impose penalty, as deemed fit, in case of observance of any malpractice by the candidate/ scribe.

3. Compensatory Time:

- A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at para 1(a), 1(b) and 1(c) above.
- The candidates referred at para 1(a), 1(b) and 1(c) above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- Since the job-oriented aptitude test for the post of Administrative Assistant is for 90 minutes, the compensatory time granted is 30 minutes. The total duration of the job-oriented aptitude test for the candidates availing compensatory time will be 120 minutes.
- The PwBD/PwD candidates who have availed the facility of scribes and/or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

Annexure-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

Annexure-IA

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.

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.

2. 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)
Orthopaedic / 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:

Annexure-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: