

Annexure-I

Guidelines for candidates appearing in 'Type Test on Computer' under the category of Blind and low vision and Locomotor disabilities

Assistance of scribe and compensatory to Persons with benchmark disability in the category of blindness and low vision and orthopedically handicapped (afflicted by cerebral palsy), orthopedically handicapped will be provided as per following University/Govt. instructions:-

- (a) Persons with Benchmark Disability (PwBD) in the category of blindness and low vision are eligible for scribe/passage dictator on production of unique ID duly issued by the competent medial authority.
- (a) Blindness and low vision candidate(s) will be allowed compensatory time @ 20 minutes per hour of type test on computer and assistance of Scribe/passage dictator, if so desired by the candidate in the format as **Appendix-II**. The blind and low vision candidates who are not willing to avail the facility of scribe will also be eligible for compensatory time.
- (b) In case of orthopedically candidates (both arm affected) who has a locomotor disability or other category of persons with benchmark disability, wherein the dominant movement extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the certificate, issued by competent medical authority, submitted by the candidate in the form of specimen format at **Appendix-III** will also be allowed compensatory time @ 20 minutes per hour of type test on computer.
- (c) Blind and low vision candidates will be allowed the scribe only if they apply for availing the scribe facility through email to Director, PDUIC (**ucic.gjust@gmail.com**) or in person at least one and half hour in advance from the scheduled date and time of typing test on computer as per format at **Appendix-II** to the Centre Superintendent. Scribe have to submit qualification and ID proof on the day of type test.
- (d) The Centre Superintendent is authorized to allow compensatory time of 03 minutes and 20 seconds in the type test of 10 minutes on computer in view of above rules.
- (e) The Scribe/passage dictator is identified by the candidate at own cost and as per own choice.
- (f) The qualification of the scribe should be matriculation in case the minimum qualification prescribed for the post is 10+2 and if minimum qualification prescribed for the post is graduation or above then the scribe shall be matriculate or 10+2. The Candidate with benchmark disabilities opting for scribe shall be required to submit declaration/undertaking of the scribe as per format **Appendix-II**.
- (g) The Scribe/Passage dictator will read out the passage to low vision candidates only within the allotted time.
- (h) Passage will not be provided in Brail for the blind and low vision candidates.
- (i) A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe/Passage dictator for another candidate.
- (j) The Scribe/Passage dictator arranged by the candidate should not be a candidate for the same typing test on computer.
- (k) The candidate shall be responsible for any misconduct on the part of the Scribe/Passage dictator brought by him during typing test on computer.
- (l) Candidate as well as the Scribe/Passage dictator will have to give a suitable undertaking, in the prescribed format 'Declaration /Undertaking by person with benchmark disabilities candidates who wish to use Scribe/Passage dictator as **Appendix-II**.
- (m) In case the compensatory time for type test on computer will be allowed then the test will be conducted in Notepad instead of typing software.
- (n) In case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the test.
- (o) No attendant other than the scribe for eligible candidates will be allowed inside the Centre.
- (p) Guidelines are subject to change in terms of Govt. guidelines/clarifications, if any, from time to time. In case of any clarification with regard to claim for compensatory time and assistance of scribe, the Vice-Chancellor will be the competent authority.

CERTIFICATE REGARDING PHYSICAL LIMITATION IN TYPING ON COMPUTER

This is to certify that, I have examined Mr./Ms./Mrs. _____
(Name of the candidate with disability), a person with _____ (Nature and
percentage of disability as mentioned in the certificate of disability), S/o/D/o/W/o
_____ a resident of _____
(Village/District/State) and to state that he/she has physical limitation which hampers his/her
writing capabilities owing to his/her disability.

Signature

Medical Officer/Civil Surgeon/General Hospital
Govt. of Health Department

Name & Designation.

Name of Government Hospital with Seal

Place: _____

Date: _____

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopedic specialist/PMR).

APPENDIX-II

**DECLARATION/UNDERTAKING BY PERSON WITH BENCHMARK DISABILITIES
(PwBD) CANDIDATES WHO WISH TO USE SCRIBE/PASSAGE DICTATOR**

I _____ a candidate with _____
(Name of the disability) appearing for the typing test on computer to be held
on _____ bearing Roll No. _____ at PDUCIC, Guru Jambheshwar
University of Science and Technology, Hisar- Haryana. My highest qualification is
_____ and scribe's highest qualification is _____. We (Candidate &
Scribe) together hereby declare that _____ (name of the scribe) will
provide the service of scribe to me for taking the aforesaid test and also undertake that we
(Candidate & Scribe) have read/been read out the instructions of 'Guidelines regarding
Persons with Benchmark Disabilities (PwBD) for using the services of a Scribe/Passage
Dictator' and hereby undertake to abide by them. It is also stated that the Scribe arranged
by me is not a candidate for the same typing test and also not/will not be a scribe for another
candidate in this typing test. We also understand that in case it is detected at any stage of
recruitment and even after recruitment that we do not fulfil the eligibility norms and/or that
the information furnished by us is incorrect/false or that we have suppressed any material
fact(s), or that scribe's qualifications not as declared and I shall forfeit my right to the post
and claims relating thereto.

Given under our signature:-

Signature and Left Hand Thumb
Thumb

Impression of the Scribe/Passage Dictator
Correspondence Address

ID Proof Type: _____

ID Number: _____

Mobile No. _____

Signature and Left Hand

Impression of the Candidate
Roll No. _____

Post Name _____

Test Centre _____

City _____

Correspondence address _____

Mobile No. _____

Photo

Signature of the Centre Supdt.

***Scribe/Passage dictator is required to carry his/her ID proof in original at the time of type test.**