



भारतीय रिज़र्व बैंक सर्विसेज़ बोर्ड
RESERVE BANK OF INDIA SERVICES BOARD

Instructions to be followed by Persons With Benchmark Disability (PwBD) Candidates who have physical limitation to write including that of speed and utilizing the services of scribe and / or compensatory time.

At the time of online/written examination, the following will apply for persons with benchmark disabilities as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed.

2. PwBD candidates (i.e. person who has benchmark disability of 40% or more) **who have physical limitation to write including that of speed** will be allowed the facility to use the services of a scribe.

3. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the person / candidate may avail facility of scribe, if so desired by the person.

4. Candidate should possess permanent disability certificate/s in the prescribed format issued by the Competent Authority issued prior to the closing date of application. The candidates who desires to avail the facility of a scribe and/or compensatory time (other than the candidates mentioned at Point 3 above) will have to produce a medical certificate from an authorised Govt. of India/ State Govt. Department/ Hospital, to the effect that the candidate has physical limitation to write including that of speed ([Appendix-VIII](#)). This certificate will be required in addition to his/her disability certificate. The medical certificate about physical limitation to write, including that of speed, should be dated prior to the date of Online/Written Examination. The qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities desirous of using the facility of scribe should submit details of the own scribe as per proforma at [Appendix-IX](#).

Candidates are advised to bring the photocopy of the above medical certificates given at [Appendix-VIII](#) and [Appendix-IX](#) along with his/her Admit Card at the time of the examination and handover the same to the examination Centre Co-ordinator / Venue Officer / Venue-in-Charge for verification.

5. PwBD candidate should arrange his/her own scribe at his/her own cost. Candidates availing the facility of the Scribe are advised to kindly note that the Scribe should carry his Photo ID proof in original and a photocopy of the same which should be handed over to the Invigilator/ Venue-in-Charge.

6. For Specialist Posts, the scribe should be from an academic stream different from that stipulated for the post.

7. In case of emergency, flexibility in accommodating any change in scribe may be allowed. Where the recruitment involves more than one examination paper, candidates

may be allowed to take more than one scribe for writing different papers especially for languages.

8. The compensatory time of **twenty (20) minutes for every hour of examination may be allowed to only those candidates with disabilities who have physical limitation to type/write including that of speed, whether availing the facility of scribe or not, provided they have the certificate indicating their limitation to write.** However, the compensatory time of twenty (20) minutes for every hour will be allowed to all the Visually Impaired PwBD candidates regardless of whether they opt for scribe or self-writing or with the help of assistive devices like Magnifier.

9. The PwBD candidates may be allowed to use assistive devices like Tailor frame, Braille Slate, Abacus, Geometry Kit, Braille measuring tape and augmentative communication devices like Communication Chart and Electronic Devices in all the recruitments conducted by RBI Services Board.

10. The PwBD candidates who are opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her.

11. 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. **During the examination, at any stage, if it is found that scribe is independently answering the questions, the examination session 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 examination by the Centre Coordinator / Venue Officer / Venue-in-Charge that the scribe independently answered the questions.**

12. Any candidate using scribe in violation of the above guidelines or suppression of material facts shall entail cancellation of his/her candidature, in addition to any other action that the Bank may deem fit against the candidate and the Scribe. The candidate can be removed from service without notice, if he/she has already joined the Bank. The candidate/scribe shall be subject to the rules of the examination.

13. In view of the importance of the time element, the examination being of a competitive nature, at the time of selection process/interview/joining **the candidate will have to fully satisfy the Medical Officer of the Bank (i.e. Reserve Bank of India) that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities.**

14. In case it is detected at any stage of recruitment that the candidate does not fulfil 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.

Certificate Regarding Physical Limitations in an Examinee to Write

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 _____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

Chief Medical Officer / Civil Surgeon / Medical Superintendent
of a Government health care institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place:

Date:

Certificate should be given by a specialist of the relevant stream / disability (eg. Visual Impairment – Ophthalmologist, Locomotor Disability – Orthopaedic specialist / PMR).

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the scribe / reader / lab assistant for the undersigned for taking the aforesaid examination.

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 my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: