



ज्ञान विज्ञान विमुक्तये

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वाविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास विभाग, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

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F.No.6-2/2013(SCT)

January, 2019

The Registrar,  
All Universities/Deemed to be Universities

14 JAN 2019

Sub: - Guidelines for conducting written examination for Persons with Benchmark Disabilities.

Sir/Madam,


The undersigned is directed to forward herewith a copy of the O.M. No.3402/2015-DD-III dated 29.8.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi received through Ministry of HRD, New Delhi regarding "Guidelines for conducting written examination for Persons with Benchmark Disabilities". The Central Government (D/oEPwD) has laid down the Guidelines for conducting written examination for persons with Benchmark Disabilities, 2018 in supersession of the earlier Guidelines issued vide OM No.F.16-110/2003-DD.III dated 26.02.2013.

You are requested to take immediate action as per the above guidelines. These guidelines may also be circulated to the constituent and affiliated colleges for strict compliance.

Yours sincerely,

  
(.Rajnish Jain)

Encl: As above.

  
**PRINCIPAL**  
Govt. Pt. Madhav Rao Sapre  
College-Pendra Road  
Distt. Gaurella-Pendra-Marwahi (C.G.)

Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi -110003

Dated: the 29<sup>th</sup> August, 2018

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Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

Sumit  
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The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2(r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018"

II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.

III. There is no need for fixing separate criteria for regular and competitive examinations.

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2/4

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

5/7

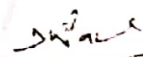
XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,

  
(D.K. Panda)

Under Secretary to the Government of India  
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.

2. Secretary, UPSC, Shahjahan Road, New Delhi.

3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.

4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.

5. Chairman, Railway Board

6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi.

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

**Certificate regarding physical limitation 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 &amp; Designation.


Name of Government Hospital/Health Care Centre with Seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Prthopaedic specialist/PMR).

  
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## 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 service of 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: \_\_\_\_\_

  
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 Distt. Gauraha-Pendra-inarwahi (C.G.)



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Verified

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