

GUIDELINES FOR VISUALLY IMPAIRED & ORTHOPEADICALLY CHALLENGED CANDIDATES USING SCRIBE

Those candidates who are **blind / low vision** or **affected by cerebral palsy with loco-motor impairment whose writing speed is affected** and **Physically Handicapped (PH) candidates who are not in a position to write in their own hand-writing** can use own scribe at his/her own cost during the examination. Compensatory time and facility of scribe would not be provided to other Physically Handicapped candidates. In all such cases where a scribe is to be used, the following rules will apply:

- The candidate should ensure that he/she is eligible to use a scribe as per the rules governing for attempting examinations by individuals with disabilities as mentioned above.
- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe should NOT be a working/retired banker or working/retired in/from any Financial Institution.
- The scribe can be from any academic stream.
- Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils the stipulated eligibility criteria as mentioned above. Further, in case it later transpires that he/she 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.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

Procedure to be followed:

1. The candidate should send a separate application along with the DECLARATION as given in the Annexure-I duly completed to the MSS Department about such requirement and obtaining permission at least 30 days before the commencement of the examination (This application is required to make suitable arrangements at the examination venue). Candidate is required to follow this procedure for each attempt of examination in case the help of scribe is required.
2. Attested copy of the Certificate issued in respect of the disability of the candidate as mentioned above by a competent Government Authority to be attached with the above DECLARATION.
3. The MSS Department will scrutinize such applications and if found in order return the DECLARATION Form duly endorsing the permission granted to the candidate for the use of the scribe.
4. MSS Department will also inform Test conducting authorities at the Test Centre for the permission granted to candidate/s and also request them to make separate seating arrangement so as not to cause any disturbance to other regular candidates. The test conducting authorities at the Test center will have discretionary powers to resolve issues, if any, in this regard.
5. The candidate will have to produce the DECLARATION (duly endorsed by MSS Department granting permission) along with Admit Letter to the Test conducting authorities at the Test centre.

DECLARATION

(To be submitted to MSS Department at Deputy Director, Indian Institute of banking & Finance, 191-F, Maker Towers, 19th Floor, Cuffe Parade, Mumbai – 40005 or email scan copies at iibfwz@iibf.org.in) 30 days before the examination for the purpose of endorsement and to be produced along with Admit Letter to the Test conducting authorities at the test centre)

We, the undersigned, Shri/Smt/Kum. _____ **eligible candidate** for the _____ Examination to be held on _____ at the Centre _____ Centre Code _____ in ONLINE mode and

Shri/Smt/Kum. _____ **eligible scribe (writer)** for the candidate, do hereby declare that :

- The scribe is identified by the eligible candidate at own cost and as per own choice.
- The scribe fulfils the criteria that He/She is NOT a working/retired banker or from any Financial Institutions.
- The candidate is **blind/low vision** or affected by **cerebral palsy** with **loco-motor impairment and his/her writing speed is affected** or **Physically Handicapped (PH)** candidates who are not in a position to write in their own hand-writing (strikeout whichever is not applicable) he/she needs a writer (scribe) as permissible under the rules governing for Persons with Disabilities for writing of examinations and **attested copy of the Certificate** issued in this regard by a competent Government Authority is enclosed.
- We are aware that, as per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.

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 found at any stage 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 Examination/s.

Given under our signature:-

Signature of the Scribe:

Signature of the Candidate:

Name & Address:

Membership/Registration No.:

Educational Qualification:

Name & Address:

Employment Details, if any:

Phone No.....

Phone No.....

Latest Photo of the Scribe to be affixed here and signed across by the scribe

Space for use of MSS Department for Granting permission for using the Scribe