

INDIAN INSTITUTE OF BANKING & FINANCE

**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 operate Keyboard and Mouse 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:

1. 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.
2. The candidate will have to arrange his/her own scribe at his/her own cost.
3. The scribe should NOT be a working/retired banker or working/retired in/from any Financial Institution.
4. The scribe should NOT be professionally qualified for the subject.
5. The qualification of the scribe should be minimum one step below the qualification of the candidate and should not be a candidate/passed for the said examination/subject.
6. The scribe can be from any academic stream.
7. The scribe can take only one exam in a day for the subject.
8. 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 fulfil 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/s and action will be initiated against both signatories as per the provision.
9. Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
10. Only candidates registered for compensatory time will be allowed such concessions, since the compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same.
11. If a Physically Handicapped (PH) candidate using wheelchair etc. requests for any special requirement/ assistance well in time before the Examination, all efforts are made to ensure that the candidate is allowed the said requirement/assistance within permissible norms.
12. The candidates who are opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her.
13. 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.

**Procedure to be followed:**

- 1) The candidate should make online application on website [www.iibf.org.in](http://www.iibf.org.in) about such requirement and obtaining permission at least 10 days before the commencement of the examination (This 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 uploaded with the DECLARATION Annexure – A (Scan copy) at the time of application.
- 3) The MSS Department will scrutinize such applications and if found in order, will sent mail for permission granted to the candidate.
- 4) The candidate is required to take printout of permission granted and carry the same to the test centre along with original Declaration form & attested disability certificate and to be produced along with Admit Letter to the Test conducting authorities at the test centre. Candidate have to reach the venue 15 minutes before reporting time along with Admit Letter.**
- 5) 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 appropriate/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.
- 6) Please note that the above procedure is the only valid procedure for applying. No other mode of application would be accepted and such applications would be rejected.

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Date: 30-08-2022

Mumbai.

DECLARATION

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:

- a) The scribe is identified by the eligible candidate at own cost and as per own choice.
- b) The scribe fulfils the criteria as per the rules. Refer GUIDELINES FOR VISUALLY IMPAIRED & ORTHOPEADICALLY CHALLENGED CANDIDATES USING SCRIBE)
- c) 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.
- d) The scribe is NOT professionally qualified for the subject. The qualification of the scribe is minimum one step below the qualification of the candidate and has not been a candidate/passed for the said examination/subject.
- e) 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 fulfil 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 and action will be initiated against both signatories as per the provision.

Given under our signature: -

Signature of the Scribe:

Signature of the Candidate:

Name & Address:

Membership/Registration No.:

Educational Qualification:  
(Mention highest qualification)

Educational Qualification:  
(Mention highest qualification)

Employment Details, if any:

Name & Address:

Photo ID No .....(Valid Govt. photo ID)

Phone No.....

Phone No.....

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