

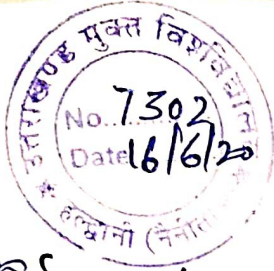
SCRIBE POLICY

UTTARAKHAND OPEN UNIVERSITY, HALDWANI

Uttarakhand Open University follows the scribe policy as per the guidelines prescribed by the Government of India. The applicants who are visually impaired (blind / low vision) or orthopedically handicapped or whose writing speed is adversely affected permanently by cerebral palsy with loco- motor impairment are eligible to request for a scribe. The applicant-examinee of Uttarakhand Open University may use services of a scribe at their own cost during the examination. In all such cases where a scribe is used, the following rules will apply (under the latest guidelines of the Govt. of India, attached herewith);

- The facility of a scribe is meant for only the applicants as mentioned above and who have the disability percentage of 40 % or more. Further, subsequent guidelines of Govt. of India shall apply.
- The examination section of the University follows the rules related to providing of scribe as per the latest rules of Government of India applicable for PWD applicants.
- The applicant will have to arrange his/her own scribe at own cost.
- A person acting as a scribe for one applicant cannot be a scribe for another applicant. In addition the scribe arranged by the applicant should not be a applicant for the same examination. If violation of the above is detected at any stage of the process, candidature of both the applicant and the scribe will be cancelled.
- Applicants eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in their examination application forms at least 15 days before the beginning of examination. Any subsequent request will not be entertained.
- Both, the applicant 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's/ he fulfills all the stipulated eligibility criteria for a scribe as mentioned in the latest rules of the Govt. of India. Further, in case it is revealed later transpires that's/ he did not fulfill any of the laid-down eligibility criteria or suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the exam.
- All PWD applicants shall be allowed compensatory time of 20 minutes for every hour of the examination.

- Applicants are required to submit the DECLARATION, PWD certificate as a proof confirming that he/she is eligible for taking the services of a scribe / compensatory time along with the hall-ticket. In case the applicant fails to produce the **DECLARATION** and PWD certificate he /she shall not be eligible for taking the services of a scribe / compensatory time.



उत्तराखण्ड सरकार

पता : 12 तिलक रोड, देहरादून।
दूरभाष संख्या : 0135-2727981
Email : cduttarakhand@gmail.com

409

कार्यालय / न्यायालय आयुक्त दिव्यांगजन उत्तराखण्ड
दिव्यांगजन अधिकार अधिनियम 2016 की धारा 80 के अन्तर्गत

सेवा में,

कुलसचिव
उत्तराखण्ड मुक्त विश्वविद्यालय,
तीनपानी बाईपास रोड,
हल्द्वानी।

May be seen

12/06/2020

पत्रांक : 62/आ0दि0ज0/2020-21

J.C. hi.

दिनांक : 03 जून, 2020

विषय:- दिव्यांग छात्रों को भारत सरकार की गाईड लाईन के अनुसार विश्वविद्यालय द्वारा आयोजित होने वाली परीक्षाओं में सुविधा प्रदान किये जाने के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक दिव्यांग छात्र द्वारा वाहटसअप पर अनुरोध किया है कि उत्तराखण्ड मुक्त विश्वविद्यालय द्वारा आयोजित की जा रही बी0ए0 एम0एम0 परीक्षा में दिव्यांग छात्रों को सामान्य छात्रों की भाँति परीक्षा में दो घण्टे का ही समय प्रदान किया जा रहा है। सामाजिक न्याय एवं अधिकारिता मंत्रालय भारत सरकार के फाईल संख्या : 16-110/2003-DD-III दिनांक 26.02.2013 दिव्यांग छात्र-छात्राओं को लिखित परीक्षा में प्रदान की जाने वाली सुविधाओं के सम्बन्ध में गाईड लाईन जारी की गई है। उक्त गाईड लाईन के बिन्दु संख्या-11 में प्रति घण्टा 20 मिनट अतिरिक्त समय प्रदान किये जाने का प्राविधान किया गया है।

अतः उक्त गाईड लाईन की छायाप्रति संलग्न कर इस अनुरोध के साथ प्रेषित की जा रही है कि विश्वविद्यालय द्वारा आयोजित होने वाली परीक्षाओं में दिव्यांग छात्रों को उक्त नियमानुसार सुविधा प्रदान कराने तथा कृत कार्यवाही से कार्यालय/न्यायालय को भी अवगत कराने का कष्ट करें।

भवदीय

(मेजर योगेन्द्र यादव)

आयुक्त

दिव्यांगजन उत्तराखण्ड

COE

For file

18

17/6/2020

रजयति

16/2/14
19/06/2020

Seen.

19.6.2020

402

सेवा में,

अतिमहत्वपूर्ण

संख्या : 389/आ0नि0ज0/2013

दिनांक : 13 मार्च, 2013

1. प्रमुख सचिव,
उच्च शिक्षा/प्राविधिक शिक्षा विभाग,
उत्तराखण्ड शासन।
2. सचिव,
कार्मिक विभाग,
उत्तराखण्ड शासन।
3. सचिव,
विद्यालयी शिक्षा विभाग,
उत्तराखण्ड शासन।

विषय:- राज्य में आयोजित प्रतियोगात्मक/शैक्षणिक परीक्षाओं में निःशक्तजनों को लिखित परीक्षा में भारत सरकार द्वारा निर्गत गाईड लाईन के प्राविधानानुसार सुविधायें उपलब्ध कराने के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक न्यायालय मुख्य आयुक्त निःशक्तजन, सामाजिक न्याय एवं अधिकारिता मंत्रालय (निःशक्तता कार्य विभाग), भारत सरकार, नई दिल्ली के पत्र संख्या 10413929/2007 R 1578 दिनांक 04-03-2012 द्वारा वाद संख्या 3929/2007 श्री गोपाल सिसोदिया, सचिव, इन्डियन एशोसियन ऑफ ब्लाइन्ड, दिल्ली बनाम स्टेट बैंक ऑफ इण्डिया व अन्य में पारित आदेश दिनांक 23.11.2012 की छायाप्रति के साथ-साथ भारत सरकार के सामाजिक न्याय एवं अधिकारिता मंत्रालय (निःशक्तता कार्य विभाग), भारत सरकार, नई दिल्ली द्वारा जारी कार्यालय विज्ञापित संख्या 16-110/2003-DD.III दिनांक 26-02-2013 एवं सामाजिक न्याय एवं अधिकारिता मंत्रालय (निःशक्तता कार्य विभाग), भारत सरकार, नई दिल्ली द्वारा राज्यों के प्रमुख सचिव/सचिव, समाज कल्याण को प्रेषित पत्र 16-110/2003-DD.III दिनांक 26.02.2013 की छायाप्रति संलग्न करते हुए यह निर्देश दिये गये हैं कि राज्य सरकार की नियुक्ति एजेन्सी - लोक सेवा आयोग, उत्तराखण्ड प्राविधिक शिक्षा परिषद तथा परीक्षा एजेन्सी - माध्यमिक शिक्षा परिषद एवं विश्वविद्यालयों को प्रश्नगत गाईड लाईन का पालन करने हेतु परिपत्र निर्गत किया जाये।

अतः उक्त क्रम में कृपया अपने स्तर से समस्त नियुक्ति एजेन्सी - राज्य लोक सेवा आयोग, उत्तराखण्ड प्राविधिक शिक्षा परिषद तथा परीक्षा एजेन्सी - उत्तराखण्ड माध्यमिक शिक्षा परिषद एवं समस्त विश्वविद्यालयों को प्रश्नगत गाईड लाईन का अनुपालन करने हेतु अपने स्तर से शासनादेश निर्गत करने का कष्ट करें।

संलग्नक : यथोक्त।

भवदीय

(बी0 आर0 टम्टा)
आयुक्त
निःशक्तजन उत्तराखण्ड

प्रतिलिपि :

1. मा0 न्यायालय मुख्य आयुक्त निःशक्तजन, सामाजिक न्याय एवं अधिकारिता मंत्रालय (निःशक्तता कार्य विभाग), भारत सरकार, नई दिल्ली के पत्र संख्या 10413929/2007 R 1578 दिनांक 04-03-2012 के क्रम में सूचनार्थ।
2. उक्त पत्र की प्रति संलग्नको सहित निम्नलिखित को आवश्यक कार्यवाही हेतु प्रेषित :-
 - (I) सचिव, लोक सेवा आयोग उत्तराखण्ड, हरिद्वार।
 - (II) सचिव, उत्तराखण्ड प्राविधिक शिक्षा परिषद, पित्थूवाला, देहरादून।
 - (III) सचिव, माध्यमिक शिक्षा परिषद, रामनगर, नैनीताल।
 - (IV) रजिस्ट्रार, समस्त विश्वविद्यालय, उत्तराखण्ड।

संलग्नक : यथोक्त।

(बी0 आर0 टम्टा)
आयुक्त
निःशक्तजन उत्तराखण्ड



406

न्यायालय मुख्य आयुक्त निःशक्तजन
Court of Chief Commissioner for Persons with Disabilities
सामाजिक न्याय एवं अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
निःशक्तता कार्य विभाग / Department of Disability Affairs

F.No.10413929/2007 / R 1578
65/1041/12-13

Dated : 04.03.2013

To

Shri B. R. Tamta,
Commissioner for Persons with Disabilities,
Department of Social Welfare
Govt. of Uttarakhand,
100, Old Nehru Colony,
Dehradun.

Subject:- Guidelines for conducting written examination for Persons with Disabilities.

Sir/Madam,

I am directed to say that in compliance of the order of the Chief Commissioner for Persons with Disabilities dated 23.11.2012 in case No.3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs), Ministry of Social Justice & Empowerment, Department of Disability Affairs have issued uniform and comprehensive guidelines for conducting examination for persons with disabilities for compliance by all concerned vide O.M. No.16-110/2003-DD.III dated 26.02.2013. The Ministry of Social Justice & Empowerment, Department of Disability Affairs has also circulated the guidelines to the State Governments/Union Territories vide letter No.16-110/2003-DD.III dated 26.02.2013

2. A copy each of the Office Memorandum, the letter and the Order of Chief Commissioner for Persons with Disabilities dated 23.11.2012, which are also available in the website of this office, are enclosed.

3. You are requested to circulate the guidelines among all concerned in your state, such as the State Public Service Commissions, School Boards, SCERTs, Universities etc. for compliance.

Yours faithfully,

Encls:- As above.


(T.D. Dhariyal)
Deputy Chief Commissioner

405

F.No. 16-110/2003-DD.III
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhawan, New Delhi
Dated: 26th February, 2013

Office Memorandum

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

4/3/2013

The undersigned is directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- I. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- II. There is no need for fixing separate criteria for regular and competitive examinations.
- III. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

- IV. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.
- VI. 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.
- VII. Persons with disabilities should be given 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 can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.
- VIII. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified.
- IX. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- XII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

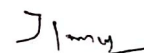
403

- XIII. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- XIV. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
- XV. 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.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control 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,



(Jagdish Kumar)

Deputy Secretary to the Govt. of India

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. All National Institutes and RCI under administrative control of Department of Disability Affairs, Ministry of SJ&E, New Delhi

✓ Copy to : CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.

402

F.No. 16-110/2003-DD.III
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhawan, New Delhi
Dated: 26th February, 2013

To

Principal Secretary/ Secretary, Social Welfare of States/UTs.
(As per list attached)

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

Sir,

I am directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- i. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- ii. There is no need for fixing separate criteria for regular and competitive examinations.
- iii. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.

01/3/2013

22/02/13

Though we are sending to all concerns, also for disallow on our notice board.

01/3/13

4/3/13
Sh. Shakti

401

time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.

- xii. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- xiii. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- xiv. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
- xv. 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.

2. You are requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control 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,

J. Kumar

(Jagdish Kumar)

Deputy Secretary to the Govt. of India

✓ Copy to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.



ज्ञान विज्ञान विमुक्तये

डॉ. जी. एस. चौहान
संयुक्त सचिव

Dr. G. S. Chauhan
Joint Secretary

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

The Registrar,
All Universities

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

Sir/Madam,

The undersigned is directed to invite your kind attention to this office letter of even number dated 14.01.2019 on the subject mentioned above and to inform that O.M. No.34-02/2015-DD.III dated 29.08.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi prescribing the guidelines for conducting written examination for persons with disabilities is amended as under :-

Para XII on page 3 of the above guidelines may be substituted with the following:-

"The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/ reader/ lab assistant. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe in terms of guidelines IV may be allowed additional time of minimum of one hour for examination of 3 hours duration whether they use the facility of scribe or not. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5".

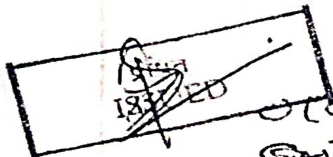
This letter may also be circulated to the constituent and affiliated colleges for strict compliance.

Yours faithfully,

(Dr.G.S.Chauhan)
Joint Secretary

Copy to : Shri K.V.S.Rao, Director, Government of India, Ministry of Social Justice & Empowerment Department of Empowerment of Persons With Disabilities (Divyangjan) Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, New Delhi -110003 With reference to your letter No.F.34-02/2015-DD-III(Pt) dated 8th February, 2019 for information.

(Dr.G.S.Chauhan)
Joint Secretary



21-2-19



ज्ञानं विज्ञानं विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग 399
University Grants Commission

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

बहादुर शाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

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.

27
398

F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Dated: the 29th August, 2018

Office Memorandum

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

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.

3/7
390

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

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

396

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

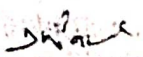
5/7
393
XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

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. Pandya)

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

APPENDIX- I

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 & 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).

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:

प्रेषक,

शिवस्वरूप त्रिपाठी,
उप सचिव,
उत्तराखण्ड शासन।

सेवा में,

1. कुलसचिव, C.O.E.
उत्तराखण्ड आवासीय विश्वविद्यालय,
अल्मोड़ा।
2. कुलसचिव,
उत्तराखण्ड मुक्त विश्वविद्यालय,
हल्द्वानी।
3. कुलसचिव,
दून विश्वविद्यालय,
कंदारपुरम, देहरादून।
4. कुलसचिव,
श्री देव सुमन उत्तराखण्ड विश्वविद्यालय,
बादशाहीथौल, टिहरी गढ़वाल।
5. कुलसचिव,
कुमाऊँ विश्वविद्यालय,
नैनीताल।

उच्च शिक्षा अनुभाग-1

देहरादून, दिनांक 22 जनवरी, 2020

विषय:- राज्याधीन सेवाओं में सीधी भर्ती द्वारा चयन हेतु लिखित परीक्षा में दिव्यांग अभ्यर्थियों को श्रुत लेखक (लेखन सहायक) एवं अतिरिक्त समय की सुविधा प्रदान किये जाने के सम्बन्ध में

महोदय,

उपर्युक्त विषयक सचिव (प्रभारी), कार्मिक एवं सतर्कता अनुभाग-2, उत्तराखण्ड शासन के पत्र संख्या-374/XXX(2)/2019-30(05)/2014टी0सी0, दिनांक 20.11.2019 की छायाप्रति संलग्नकों सहित प्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि प्रश्नगत प्रकरण के सम्बन्ध में सामाजिक न्याय एवं अधिकारिता मंत्रालय भारत सरकार Department of Empowerment of Persons with Disabilities (Divyangjan) के कार्यालय ज्ञाप संख्या-F.No.34-02/2015-DD-III, दिनांक 29.08.2018 द्वारा Guidelines for conducting written examination for persons with benchmark disabilities, 2018 के सभी उपबन्धों का कड़ाई से अनुपालन सुनिश्चित करने का कष्ट करें।

संलग्नक:-यथोपरि।

भवदीय,

(शिवस्वरूप त्रिपाठी)
उप सचिव।

प्रेषक,
संयुक्त निदेश
भूपाल सिंह मनराल,
सचिव (प्रभारी),
उत्तराखण्ड शासन।
सेवा में,

1. समस्त अपर मुख्य सचिव/प्रमुख सचिव,
सचिव/सचिव (प्रभारी),
उत्तराखण्ड शासन।
2. समस्त विभागाध्यक्ष/कार्यालयाध्यक्ष,
उत्तराखण्ड।
3. समस्त जिलाधिकारी,
उत्तराखण्ड।

कार्मिक एवं सतर्कता अनुभाग-2

देहरादून : दिनांक: 20 नवम्बर, 2019

विषय: राज्याधीन सेवाओं में सीधी भर्ती द्वारा चयन हेतु लिखित परीक्षा में दिव्यांग अभ्यर्थियों को श्रुत लेखक (लेखन सहायक) एवं अतिरिक्त समय की सुविधा प्रदान किये जाने के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक दिव्यांगजन अधिकार अधिनियम, 2016 (केन्द्रीय अधिनियम संख्या 49 वर्ष-2016) के दृष्टिगत शासनादेश संख्या: 312/XXX(2)/17-30(5)/2014-TC दिनांक 27.10.2017, शासनादेश संख्या: 112/XXX-2/2018-30(05)/2014 दिनांक 14.6.2018 एवं कार्यालय ज्ञाप संख्या:-232/XXX(2)/2018/30(05)/2014 दिनांक 26.9.2018 के माध्यम से उक्त अधिनियम के सुसंगत प्राविधानों को राज्याधीन सेवाओं में सीधी भर्ती के सन्दर्भ में लागू किया गया है। शासन के संज्ञान में आया है कि उपरोक्त शासनादेशों द्वारा लागू व्यवस्था का चयन आयोगों/विभागों द्वारा दिव्यांगता संबंधी उपबन्धों का अनुपालन नहीं किया जा रहा है।

इस संबंध में मुझे यह कहने का निदेश हुआ है कि शासनादेश संख्या-320/XXX(2)2011 दिनांक 18 मार्च, 2011 को अधिकृत करते हुए सामाजिक न्याय एवं अधिकारिता मंत्रालय भारत सरकार Department of Empowerment of Persons with Disabilities (Divyangjan) के कार्यालय ज्ञाप संख्या: F. NO. 34-02/2015-DD-III दिनांक 29 अगस्त, 2018 (प्रति संलग्न) से जारी Guidelines for conducting written examination for persons with benchmark disabilities, 2018 के सभी उपबन्ध उत्तराखण्ड राज्य के राज्याधीन सेवाओं में सीधी भर्ती के पदों पर यथा प्रभावी लागू किये जाते हैं। उपरोक्त के क्रम में सभी चयन आयोग/संस्थाओं द्वारा राज्याधीन सेवाओं के अंतर्गत सीधी भर्ती के चयनों में भारत सरकार के उक्त कार्यालय ज्ञाप में संदर्भित उपबन्धों का कड़ाई से अनुपालन सुनिश्चित किया जायेगा।

संलग्न: यथोपरि।

भवदीय,

(भूपाल सिंह मनराल)
सचिव (प्रभारी)।

संख्या: (1)/XXX(2)/2019-30(5)/2014 तददिनांक।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. सचिव, श्री राज्यपाल, उत्तराखण्ड।

37

2. सचिव, मा0 मुख्यमंत्री जी, उत्तराखण्ड।
3. स्टाफ ऑफिसर, मुख्य सचिव, उत्तराखण्ड शासन।
4. सचिव, विधान सभा, उत्तराखण्ड।
5. सचिव, उत्तराखण्ड लोक सेवा आयोग, हरिद्वार।
6. सचिव, उत्तराखण्ड अधीनस्थ सेवा चयन आयोग, देहरादून।
7. सचिव, चिकित्सा सेवा चयन बोर्ड, देहरादून।
8. महानिदेशक, उत्तराखण्ड प्रशासन अकादमी, नैनीताल।
9. मण्डलायुक्त, गढ़वाल/कुमायूँ, पौड़ी/नैनीताल।
10. सचिवालय के समस्त अनुभाग।
11. महानिदेशक, सूचना एवं जनसम्पर्क विभाग उत्तराखण्ड, देहरादून।
12. गार्ड फाइल।

आज्ञा से,

(महावीर सिंह)
उप सचिव।

389

F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi - 110003
Dated: the 29th August, 2018

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(223)
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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

APPENDIX- I

Certificate regarding physical limitation in an examinee to write

385

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:

Note:

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

389

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:

383

F.No. 16-110/2003-DD.III
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhawan, New Delhi
Dated: 26th February, 2013

To

Principal Secretary/ Secretary, Social Welfare of States/UTs.

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

Sir,

I am directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- i. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- ii. There is no need for fixing separate criteria for regular and competitive examinations.
- iii. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- iv. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
- v. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using

scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.

- vi. 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.
- vii. Persons with disabilities should be given 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 can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.
- viii. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified.
- ix. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- x. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- xi. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- xii. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- xiii. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- xiv. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e.

websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

- xv. 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.
2. You are requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control 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,

(Jagdish Kumar)
Deputy Secretary to the Govt. of India

Copy to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission

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

बहादुर शाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

319

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.

316 2/7

F. No. 34-02/2015-DD-III

Government of India

Ministry of Social Justice & Empowerment

Department of Empowerment of of Persons with Disabilities (Divyangjan)

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

Dated: the 29th August, 2018

Office Memorandum

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

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.

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

417
316
can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration.

~~In case the duration of the examination is less than an hour, then the duration of~~
additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

5/7
315

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/Department 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, Surojini 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 & 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).

N.O.
UGC
C.D.E
F.No.1-4/2018 (QIP-ER/NT)



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास विभाग, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
बसन्तपुराहा बज़ार मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

310

22nd February, 2019

PUBLIC NOTICE

UGC had constituted a Committee on Evaluation Reforms, which is one of the five objectives of Quality Mandate, in order to improve the Quality of Higher Education. The Committee submitted its report considering the reforms that are much needed to ensure credibility and the outcomes of the assessment system. The Commission, in its 538th meeting held on 21.01.2019, considered the Report and decided to solicit the views/suggestions from the stakeholders including teachers, students, controller of examination, eminent academicians and public at large on Evaluation Reform Report for taking a considered view on the report. A copy of the Report is enclosed

All concerned are, therefore, requested to kindly send their views/suggestions latest by 9th March, 2019 on renu.ugc@nic.in or evaluationreforms@gmail.com.

(Rajnish Jain)
Secretary

Encl. : As above.

We are already following.

1.3.19

Kamla

डॉ. जी. एस. चौहान
संयुक्त सचिव

Dr. G. S. Chauhan
Joint Secretary

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

The Registrar,
All Universities

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

Sir/Madam,

The undersigned is directed to invite your kind attention to this office letter of even number dated 14.01.2019 on the subject mentioned above and to inform that O.M. No.34-02/2015-DD.III dated 29.08.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, New Delhi prescribing the guidelines for conducting written examination for persons with disabilities is amended as under :-

Para XII on page 3 of the above guidelines may be substituted with the following:-

"The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/ reader/ lab assistant. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe in terms of guidelines IV may be allowed additional time of minimum of one hour for examination of 3 hours duration whether they use the facility of scribe or not. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5".

This letter may also be circulated to the constituent and affiliated colleges for strict compliance.

Yours faithfully,

(Dr.G.S.Chauhan)
Joint Secretary

Copy to : Shri K.V.S.Rao, Director, Government of India, Ministry of Social Justice & Empowerment Department of Empowerment of Persons With Disabilities (Divyangjan) Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, New Delhi -110003 With reference to your letter No.F.34-02/2015-DD-III(Pt) dated 8th February, 2019 for information.

(Dr.G.S.Chauhan)
Joint Secretary

उच्च शिक्षा निदेशालय, उत्तराखण्ड

हल्द्वानी (नैनीताल) पिन - 263139

पत्रांक : डिग्री सेवा/विविध/सा0प0/

1370-76

/2018-19,

दिनांक : 11/5/2018

सेवा में,

1. कुल सचिव,
कुमायूँ विश्वविद्यालय,
नैनीताल।3. कुल सचिव,
दून विश्वविद्यालय,
देहरादून।2. कुल सचिव,
उत्तराखण्ड आवासीय विश्वविद्यालय,
अल्मोड़ा।4. कुल सचिव,
श्रीदेव सुमन उत्तराखण्ड विश्वविद्यालय,
बादशाहीथौल (नई टिहरी)।✓ 5. कुल सचिव,
उत्तराखण्ड मुक्त विश्वविद्यालय,
हल्द्वानी (नैनीताल)।

20/5/18

C.O.E

22.5.18

विषय: दिव्यांग छात्रों के लिए उच्च शिक्षा में परीक्षाओं में अतिरिक्त समय दिये जाने के अलावा लेख के लिए उत्तर पुस्तिका के प्रथम पृष्ठ के ऊपर विशेष पहचान या कोड की व्यवस्था करने के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक शासन के पत्र संख्या: 32/xxiv (1)/2018-08(11)/2017 दिनांक 24 अप्रैल, 2018 के साथ संलग्न श्री दीपक नौटियाल, 32 टी0एच0डी0सी0, कॉलोनी, फेज-1, देहराखास, निकट सुरकण्डा देवी मन्दिर, देहरादून का मा0 उच्च शिक्षा मंत्री जी, उत्तराखण्ड सरकार को सम्बोधित पत्र दिनांक 28.02.2018 (छायाप्रति संलग्न), का संदर्भ ग्रहण करने का कष्ट करें, जिसके माध्यम से दिव्यांग छात्रों के लिए उच्च शिक्षा में परीक्षाओं में अतिरिक्त समय दिये जाने के अलावा लेख के लिए उत्तर पुस्तिका के प्रथम पृष्ठ के ऊपर विशेष पहचान या कोड की व्यवस्था करने के सम्बन्ध में नियमानुसार आवश्यक कार्यवाही करने के निर्देश दिये गये हैं।

सूच्य है कि प्रश्नगत प्रकरण विश्वविद्यालय स्तर का है। अतः उल्लिखित पत्र की छायाप्रति समस्त संलग्नकों सहित आपको इस आशय से संलग्न कर प्रेषित है कि उत्तराखण्ड विद्यालयी शिक्षा के अनुरूप दिव्यांगों के हित में इस व्यवस्था को स्वीकार करने हेतु अपने स्तर से नियमानुसार आवश्यक कार्यवाही करना सुनिश्चित करें, एवं कृत कार्यवाही से इस निदेशालय को भी अवगत कराने का कष्ट करें।

संलग्नक: उक्तवत।

(डॉ० सविता मोहन),
प्रभारी निदेशक, उच्च शिक्षा,
उत्तराखण्ड, हल्द्वानी (नैनीताल)।

तददिनांक। 11/5/18

पृ0सं0- डिग्री सेवा/ विविध/सा0प0/

/2018-19,

तददिनांक।

प्रतिलिपि: निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. उप सचिव, उच्च शिक्षा अनुभाग-6, उत्तराखण्ड शासन, देहरादून।
2. श्री दीपक नौटियाल, 32, टी0एच0डी0सी0, कॉलोनी, फेज-1, देहराखास, निकट सुरकण्डा देवी मन्दिर, देहरादून।

(डॉ० सविता मोहन),
प्रभारी निदेशक, उच्च शिक्षा,
उत्तराखण्ड, हल्द्वानी (नैनीताल)।

3-79

32/8814(1)-18
10/4/18

1. 'अपल' उद्यमस्थायी शिक्षा
2. निदेशक, उच्च शिक्षा

पत्रांक 6157/वी.आई.पी./ए.ए.ए./ए.ए.ए./प्र.उ.वि.उ./2018
 दिनांक 04/04/2018
 श्रीमान उच्च शिक्षा मंत्री जी,
 उत्तराखण्ड सरकार।

हृदयकृत विषयों के सम्बन्ध में
 आवश्यक कार्यवाही सुनिश्चित करें
 296

दिनांक 28/02/2018

4-04-2018

(विषय: दिव्यांग छात्रों के लिए उच्च शिक्षा में भी परीक्षाओं में अतिरिक्त समय दिये जाने के
 अपर मुख्य अतिरिक्त लेख के लिए उत्तर पुस्तिका के प्रथम पृष्ठ के ऊपर विशेष पहचान या कोड की
 व्यवस्था करने हेतु प्रार्थना पत्र।)

51/554/18
 15(M.C.)-18
 6/04/18

निवेदन इस प्रकार है कि दिव्यांगों के लिए सरकार द्वारा परीक्षाओं में जैसे
 उत्तराखण्ड विद्यालयी शिक्षा परिषद रामनगर (नैनीताल) का स्पष्ट आदेश संलग्न कर मैं दिव्यांग
 छात्र दीपक नौटियाल कक्षा बी.एस.सी.- प्रथम वर्ष उ0मु0वि0वि0 सेक्टर 11020 एस.जी.आर.आर.
 देहरादून आपसे निवेदन करता है कि कुछ दिव्यांग छात्र हाथ पैरों की टेढ़ी-मेढ़ी उंगलियों
 होने के कारण प्रश्न पत्र सही हल करने में भी सामान्य छात्रों से पीछे नहीं रहते हैं। फिर भी
 इनकी लिखाई टेढ़ी-मेढ़ी और समय कम होने पर प्रश्न छूट जाते हैं।

अतः आपसे अनुरोध है कि उत्तराखण्ड विद्यालयी शिक्षा परिषद रामनगर नैनीताल
 की भांति उच्च शिक्षा में भी प्रश्न पत्र हल करने के लिए एक घंटे का अतिरिक्त समय तथा
 लेख की पहचान के लिए उत्तर पुस्तिका के प्रथम पृष्ठ के ऊपर विशेष पहचान या कोड की
 व्यवस्था करवाने की कृपा करें। इसके लिए अविष्य में हम सभी दिव्यांगों को उचित लाभ मिल
 सकेंगे। साथ ही आपके कृपापत्र भी रहेगा। अन्त में इसके साथ-साथ इस पत्र के उत्तर की
 प्रतिलिपि में सभी दिव्यांग छात्रों की ओर से धन्यवाद।

संलग्न:- एक प्रतिलिपि

दीपक नौटियाल
 10-04-2018

प्रतिलिपि :-

माननीय, कुलपति उत्तराखण्ड मुक्त विश्वविद्यालय,
 हल्द्वानी, नैनीताल, उत्तराखण्ड को उचित कार्यवाही
 एवं सम्बन्धित पक्ष को सूचित करने के सम्बन्ध में।

भवदीय
 दीपक नौटियाल
 (दीपक नौटियाल) (दिव्यांग दात्र)
 कक्षा- बी.एस.सी.- प्रथम वर्ष
 (2017-2018)
 पता- 32, टी.एच.डी.सी. कॉलोनी
 फेज-1, देहरादून
 निकट सुरकण्डा देवी मन्दिर
 देहरादून (उ0ख0)

1104/AC/HE
 TSHE

U.S.C.M.C.
 9-4-18
 (डी.डी. बेलवाल)
 उप सचिव,
 उच्च शिक्षा विभाग
 उत्तराखण्ड शासन।

(अशोक कुमार) आई.ए.एस.
 अपर सचिव,
 उच्च शिक्षा विभाग,
 उत्तराखण्ड शासन।

801
 10/4/18

द्वितीय स्मरण पत्र

सेवा में,

श्रीमान् उच्च शिक्षा मंत्री जी,

उत्तराखण्ड सरकार।

दिनांक: 25 मई, 2018

विषय :- दिव्यांग छात्र/छात्राओं के लिए उच्च शिक्षा की परीक्षाओं में अतिरिक्त समय दिए जाने के अलावा लेख के लिए उत्तर पुस्तिका के प्रथम पृष्ठ के ऊपर विशेष पहचान हेतु व्यवस्था करना।

महोदय,

नम्र निवेदन इस प्रकार है कि पुनः सभी दिव्यांग छात्र/छात्राओं की ओर से मैं दिव्यांग छात्र दीपक नौटियाल कक्षा बी.एस.सी. प्रथम वर्ष उ०मु० विश्वविद्यालय स्टडी सेन्टर 11020 देहरादून, आप से पुनः निवेदन करता हूँ, कुछ दिव्यांग छात्र/छात्राएँ हाथ व पैर की टेढ़ी मेढ़ी अकड़न भरी उंगलियों तथा मुँह से हकलाकर बोलना, आदी-2 के उपरान्त भी बिना सहायक के स्वयं प्रश्न पत्र हल करना चाहते हैं, परन्तु उनके सामने समस्या होती है 'लेख' की उत्तर पुस्तिका जांच कर्ताओं को इसका पता नहीं होता है कि उक्त छात्र/छात्रा का लेख ऐसा क्यों है, वह उस वक्त असमंजस की स्थिति में हो जाता है, जिससे दिव्यांग छात्र/छात्राएँ उत्तर सही हल होने के बावजूद सामान्य छात्र/छात्राओं से पीछे रह जाते हैं।

अतः दिव्यांग छात्र/छात्राओं की आगामी दस दिन बाद होने वाली परीक्षाओं में ध्यानपूर्वक विचार कर उचित आदेश करने की कृपा करें।

धन्यवाद।

प्रतिलिपि :-

1. डॉ० सविता मोहन प्रभारी निदेशक
उच्च शिक्षा (उत्तराखण्ड)
हल्द्वानी नैनीताल।
2. कुल सचिव उत्तराखण्ड.मु.वि.विद्यालय
हल्द्वानी नैनीताल।

भवदीय :-

दीपक नौटियाल
(दीपक नौटियाल)

कक्षा-बी.एस.सी. प्रथम वर्ष (17-18)
उ०मु०वि० विद्यालय स्टडी सेन्टर 11020
एस.जी.आर.आर. देहरादून
पता- 32, टी.एच.डी.सी. कॉलोनी
देहरादून
निकट सुरकण्डा देवी मन्दिर
पथरी बाग चौक
देहरादून, उ०ख०
मो०न०- 8445061928

कुल सचिव
31/5/18

C.O.E.

275

F.No.
16-110/2003-DD.m
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhawan, New Delhi

Dated: 26th February, 2013 To

Principal Secretary/ Secretary, Social Welfare of States/UTs.

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

Sir,

I am directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- i. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- ii. There is no need for fixing separate criteria for regular and competitive examinations.
- iii. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- iv. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
- v. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.

- vi. 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.
- vii. Persons with disabilities should be given 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 can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.
- viii. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified.
- ix. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- x. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- xi. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- xii. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- xiii. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.
- xiv. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.
- xv. 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.

2. You are requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies,

Academics/Examination Bodies etc. under your administrative control 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 Honfale Minister (Social Justice & Empowerment).

Yours faithfully,

Sd/-

(Jagdish Kumar) Deputy Secretary to
the Govt. of India

Copy to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041 /12-13.

26

F.No. 16-110/2003-DD.III
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhawan, New Delhi
Dated: 26th February, 2013

Office Memorandum

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

The undersigned is directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

- I. There should be a uniform and comprehensive policy across the country for persons with disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- II. There is no need for fixing separate criteria for regular and competitive examinations.
- III. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- IV. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

- V. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.
- VI. 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.
- VII. Persons with disabilities should be given 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 can easily make use of technology to convert question paper in large prints, c-text, or Braille and can also convert Braille text in English or regional languages.
- VIII. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified.
- IX. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- XII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.
- XIII. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or

distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

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.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control 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,

Sd/-

(Jagdish Kumar)

Deputy Secretary to the Govt. of India

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. All National Institutes and RCI under administrative control of Department of Disability Affairs, Ministry of SJ&E, New Delhi

Copy to : CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.

सत्यमेव जयते

24/27/13/54

15-3-13

54

न्यायालय मुख्य आयुक्त निःशक्ताजन
Court of Chief Commissioner for Persons with Disabilities
सामाजिक न्याय एवं अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
निःशक्ता कार्य विभाग / Department of Disability Affairs

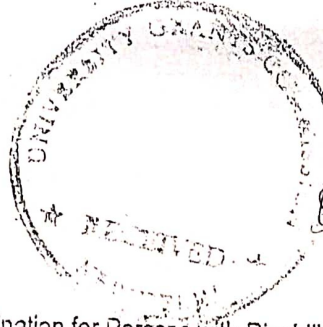
F.No.10413929/2007/RW35
65/1041/12-13

Dated : 04.03.2013

DATE 13/3/13

To

Chairman,
University Grants Commission (UGC),
Bahadur Shah Zafar Marg,
New Delhi-110002.



844/Secd.

Subject:- Guidelines for conducting written examination for Persons with Disabilities.

Sir/Madam,

I am directed to say that in compliance of the order of the Chief Commissioner for Persons with Disabilities dated 23.11.2012 in case No.3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs), Ministry of Social Justice & Empowerment, Department of Disability Affairs has issued uniform and comprehensive guidelines for conducting examination for persons with disabilities for compliance by all concerned vide Office Memorandum No.16-110/2003-DD.III dated 26.02.2013. The Ministry has also circulated the guidelines to the State Governments/Union Territories for ensuring compliance of implementing the guidelines by all recruitment agencies, Academics/Examination Bodies, etc. under their control vide letter No.16-110/2003-DD.III dated 26.02.2013

2. A copy each of the Office Memorandum, the letter and the Order of Chief Commissioner for Persons with Disabilities dated 23.11.2012, which are also available in the website of this office, are enclosed.

3. You are requested to ensure compliance of the guidelines and also circulate the said guidelines among the concerned authorities/organizations under your control.

Encls:- As above.

Yours faithfully,

(T.D. Dhariyal)

Deputy Chief Commissioner

JS(SET)

Secy.

13/3/13

सरोजिनी हाऊस, 6 भगवान दास रोड, नई दिल्ली-110001 / Sarojini House, 6, Bhagwan Dass Road, New Delhi - 110 001

दूरभाष / Tel.: 23386054, 23386154 फैक्स / Fax: 23386006 वेबसाइट / Website : www.ccdisabilities.nic.in ईमेल / E-mail : ccpd@nic.in

(कृपया भविष्य में पत्राचार के लिए उपरोक्त फाईल/केस संख्या अवश्य लिखें।)
(Please quote the above file/case number in future correspondence.)

Please recycle

सि.नं. 111)



सत्यमेव जयते

०४/२७/१३/५५

१५-३-१३

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न्यायालय मुख्य आयुक्त निःशक्तजन

Court of Chief Commissioner for Persons with Disabilities

सामाजिक न्याय एवं अधिकारिता मंत्रालय

Ministry of Social Justice & Empowerment

निःशक्तता कार्य विभाग / Department of Disability Affairs

F.No.10413929/2007/R 1035
65/1041/12-13

Dated : 04.03.2013

DATE 13/3/13

To

Chairman,
University Grants Commission (UGC),
Bahadur Shah Zafar Marg,
New Delhi-110002.



Subject:- Guidelines for conducting written examination for Persons with Disabilities.

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Encls:- As above.

Yours faithfully,

(T.D. Dhariyal)

Deputy Chief Commissioner

JS(SET)

Secy.

13/3/13

संजिनी हाऊस, 6 भगवान दास रोड, नई दिल्ली-110001 / Sarojini House, 6, Bhagwan Dass Road, New Delhi - 110 001

दूरभाष / Tel.: 23386054, 23386154 फैक्स / Fax: 23386006 वेबसाइट / Website : www.ccd disabilities.nic.in ईमेल / E-mail : ccpd@nic.in

(कृपया भविष्य में पत्राचार के लिए उपरोक्त फाईल/फैक्स संख्या अवश्य लिखें।)
(Please quote the above file/case number in future correspondence.)

13/3/13

Please recycle



2
(52)

F.No. 16-110/2003-DD.III
Government of India
Ministry of Social Justice & Empowerment
Department of Disability Affairs

Shastri Bhawan, New Delhi
Dated: 26th February, 2013

Office Memorandum

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

The undersigned is directed to say that Chief Commissioner of Persons with Disabilities (CCPD) in its order dated 23.11.2012 in case No. 3929/2007 (in the matter of Shri Gopal Sisodia, Indian Association of the Blind Vs. State Bank of India & Others) and in case No.65/1041/12-13 (in the matter of Score Foundation Vs. Department of Disability Affairs) had directed this Ministry to circulate guidelines for the purpose of conducting written examination for persons with disabilities for compliance by all concerned. In compliance of the above order, this Ministry hereby lays down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities as recommended by CCPD:-

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- IV. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

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- IV. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in mal-practices like copying and cheating during the examination.
- VI. 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.
- VII. Persons with disabilities should be given 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 can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.
- VIII. The candidates should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified.
- IX. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.
- X. The disability certificate issued by the competent medical authority at any place should be accepted across the country.
- XI. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are making use of scribe/reader/lab assistant. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- XII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

4
270

XIII. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

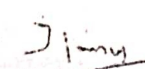
XIV. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

XV. 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. | Imp

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control 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,


(Jagdish Kumar)

Deputy Secretary to the Govt. of India

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. All National Institutes and RCI under administrative control of Department of Disability Affairs, Ministry of SJ&E, New Delhi

/Copy to : CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi with reference to order dated 23.11.2012 in case No. 3929/2007 and in case No.65/1041/12-13.