



सत्यमेव जयते

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

Case No: 10413929/2007  
65/1041/12-13

Dated: 18.03.2013  
Dispatch No: २२१६०

To

Shri A.S. Bhattacharya,  
Director,  
Institute of Banking Personnel Selection,  
IBPS House,  
Behind Thakur Polytechnic,  
Kandivali (E), Mumbai-400 101.

Sub:- **Guidelines for conducting written examination for persons with disabilities.**

Sir,

I am directed to refer to your letter No. 12635 dated 12.03.2013 on the above mentioned subject seeking clarification on clauses IV, V, VI, VII, VIII, XI and XV of the guidelines issued vide Ministry of Social Justice and Empowerment, Department of Disability Affairs's OM No. 16-110/2003 DD-III dated 26.02.2013. The said guidelines are comprehensive and self explanatory. If and when any issue arises in their implementation, the same may be resolved by relying on the principle of need-based flexibility, keeping in view the need for providing reasonable accommodation or by referring the same to Ministry of Social Justice and Empowerment, Department of Disability Affairs.

2. Regarding clause XI, the facility of scribe/reader/lab assistant is meant for only those candidates with disabilities who have physical limitation to write including that of speed. The additional time would be applicable only to such candidates.

Yours faithfully,

(T.D. Dhariyal)

Dy. Chief Commissioner

Xc(c)  
FYI - T.Dg

Copy to :

1. Shri V. Krishnamurthy, Commissioner for Persons with Disabilities & Director, Social Welfare, Directorate of Social Welfare, Goal Ghar, Port Blair, South Andaman - 744101

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Ministry of Social Justice & Empowerment  
निःशक्तता कार्य विभाग / Department of Disability Affairs

F.No.10413929/2007 /R1680  
65/1041/12-13

Dated : 05.03.2013

To

Director,  
Indian Institute of Technology Mandi,  
PWD Rest House, 2nd Floor,  
Near Bus Stand,  
Mandi-175001 (Himachal Pradesh)

To  
XC (Courses) / GCS

TAG  
8/3/13

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.

Yours faithfully,

  
(T.D. Dhariyal)

Deputy Chief Commissioner

Encls:- As above.

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](http://www.ccdisabilities.nic.in) ईमेल / E-mail : [ccpd@nic.in](mailto: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



F.No. 16-110/2003-DD-III

Government of India

Ministry of Social Justice & Empowerment

Department of Disability Affairs

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Shastri Bhawan, New Delhi

Dated: 26<sup>th</sup> 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.

01/03/2013

4/3/13

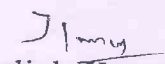
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4/3/13

- 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 malpractices 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. 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.