



Reserve Bank Of India Services Board

Instructions to be followed by Persons With Disability (PWD) Candidates who have physical limitation to write including that of speed and utilizing the services of scribe.

1. PWD (i.e. person who has disability of 40% or more) candidates **who have physical limitation to write including that of speed** will only be allowed the facility to use the services of a scribe.
2. The facility of a scribe would be allowed only to those PWD candidates who have physical limitation to write, including that of speed. In case such candidate qualifies in the on-line/written exam/test and is called for interview, **at the time of interview, the candidate will have to produce a medical certificate** from an authorised Govt. of India/State Govt. Department/Hospital, to the effect that the candidate has physical limitation to write including that of speed. This certificate will be required in addition to his/her disability certificate. The medical certificate about physical limitation to write, including that of speed, should be dated prior to the date of on-line/written exam/test.
3. PWD candidate should arrange his/her own scribe at his/her own cost.
4. Scribe can be from any academic discipline.
5. **In case of emergency**, flexibility in accommodating any change in scribe may be allowed. Where the recruitment involves more than one examination paper, candidates may be allowed to take more than one scribe for writing different papers especially for languages.
6. The additional/compensatory time of **twenty (20) minutes for every hour of examination may be allowed to only those candidates with disabilities who have physical limitation to write including that of speed and who use the facility of a scribe. However, the additional/compensatory time of twenty (20) minutes for every hour will be allowed to all the Visually Impaired PWD candidates regardless of whether they opt for scribe or self writing or with the help of assistive devices like magnifier”.**
7. The PWD candidates may be allowed to use assistive devices like tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices in all the recruitments conducted by RBI Services Board.
Moreover, talking calculators may also be allowed for the following three recruitments only (where presently the non-programmable calculators are allowed for giving examination):
 - (i) Manager (Technical-Civil) in Grade-B
 - (ii) Manager (Technical-Electrical) in Grade-B

(iii) Research Officer in Grade-B for Dept. of Statistics and Information Management (DSIM).

8. Both candidates as well as scribe are required to furnish their particulars in the form of Joint Undertaking/Declaration in the prescribed format (which can be downloaded from the website or e-mailed along with Admission Letter) with photograph of the scribe at the time of examination. The particulars furnished by the scribe will have to be certified by him/her as true and correct before commencement of the examination. Such PWD candidates are required to bring the Joint Undertaking/Declaration duly completed in all respects alongwith his/her Admission Letter at the time of the examination and handover the same to the examination centre in-charge for verification.

9. The PWD candidates who are opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her.

10. Conversation between the candidate and the scribe should not disturb in any way the peace in the examination or the other candidates seated in the examination hall/ room.

11. Violation of any of the instructions shall entail cancellation of the candidature of the candidate in addition to any other action that may be taken by the Bank/Reserve Bank of India Services Board against the candidate/scribe. The candidate/scribe shall be subject to the rules of the examination.

12. In view of the importance of the time element, the examination being of a competitive nature, at the time of selection process/interview/joining **the candidate will have to fully satisfy the Medical Officer of the Bank (i.e. Reserve Bank of India) that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities.**

13. In case it is detected at any stage of recruitment that the candidate do not fulfill the eligibility norms and/or that the information furnished by him/her and scribe are incorrect/false or that they have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated.

RESERVE BANK OF INDIA SERVICES BOARD
RECRUITMENT OF OFFICERS IN RESERVE BANK OF INDIA
(JOINT UNDERTAKING/DECLARATION FORM)

Particulars of the Scribe brought by the PWD Candidate

1. NAME AND ROLL NO. :
OF THE PWD CANDIDATE
(Opted to use scribe)
2. DATE OF BIRTH OF THE :
PWD CANDIDATE
3. CENTRE :
4. NAME OF THE SCRIBE :
5. DATE OF BIRTH OF SCRIBE :
6. ADDRESS OF THE SCRIBE :
7. PERMANENT ADDRESS OF :
SCRIBE (WITH MOBILE NO.)
8. EDUCATIONAL QUALIFICATION :
OF THE SCRIBE
9. RELATIONSHIP, IF ANY, OF THE :
SCRIBE TO THE PWD
CANDIDATE

Paste a recent
Passport size
Photograph of the
Scribe

DECLARATION

We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read the instructions of the Reserve Bank of India Services Board regarding the conduct of the PWD candidates/scribe at the examination and the other conditions therein and we hereby undertake to abide by them. The candidate declares that he/she needs a scribe as permissible under the GOI rules governing the recruitment of PWDs and **undertakes to fully satisfy the Medical Officer of the Reserve Bank of India that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities.** The candidate also declares that he/she possesses Medical Certificate from prescribed competent authority about his/her disability and the same will be produced as and when called for. We declare that in case any of the above particulars or declaration is found to be not correct, the candidate will stand disqualified.

(Both should sign in the presence of the Invigilator / Supervisor)

SIGNATURE OF CANDIDATE
With Date :

- 1)
- 2)
- 3)

SIGNATURE OF THE SCRIBE
With Date :

- 1)
- 2)
- 3)

SIGNATURE OF THE INVIGILATOR / SUPERVISOR

- 1) _____
- 2) _____
- 3) _____