

Annexure-II (Scribe Declaration Form)

Guidelines for Persons with Benchmark Disabilities using a scribe:

- (i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination (Preliminary and Main). In all such cases where a scribe is used, the following rules will apply:
- The candidate will have to arrange his/her own scribe at his/her own cost.
 - The scribe arranged by the candidate should not be a candidate appearing for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
 - A person acting as a scribe for one candidate cannot be a scribe for another candidate.
 - The qualification of the scribe should be one step below the qualification of the candidate.
 - The scribe should not be a current/Ex-employee of LIC of India.
 - The scribe should be from an academic stream different from the candidate.
 - Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
 - Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
 - Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
 - During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

In addition to the above, LIC shall have the sole discretion to conduct verification of the scribe's identity, qualifications, and background at any stage of the recruitment process. If any discrepancy, misrepresentation, or falsification of details is detected—whether intentional or otherwise—the candidature of the candidate shall be cancelled forthwith, and LIC reserves the right to initiate legal proceedings, including recovery of costs and damages, against the candidate and/or scribe.

(ii) Guidelines for Candidates with locomotor disability and cerebral palsy:

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates:

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

(iv) Guidelines for candidates with Intellectual Disability

A Compensatory time of twenty minutes per hour of examination, either availing the services of a scribe or not, shall be permitted to the candidates with more than 40% Intellectual Disability and Multiple disability.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

All the PwBD candidates availing facility of scribe should fill the Annexure-II

Please fill up the **DECLARATION** and submit along with the call letter.

DECLARATION

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

1. The scribe is identified by the candidate at his/her own cost and as per own choice.
The candidate is visually impaired or whose writing speed is adversely affected permanently for any reason and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of persons with Benchmark Disabilities.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. **In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.**
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.
6. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

Given under our signature:-

Signature of the Scribe

Postal address:

Signature of the Candidate

Registration No. :

Roll No.:

Postal address:

STD Code: Phone No.....

[Mobile No.....]

STD Code:..... Phone No.....

[Mobile No]

**Photograph
of the Scribe**

Signature of Invigilator