

**GUIDELINES REGARDING USE OF A SCRIBE FOR PERSON WITH DISABILITY (PWD)
APPLICANTS WHO WILL APPEAR ON ONLINE EXAMINATION AGAINST CRA 298/2021**

POST NAME -CLERK

It is stated that Person with disability (Visually Handicapped)–PWD (VH) applicants whose disability is 40% or more can use the services of scribe during online examination at their own cost. In such case, the following rules will apply: -

- a) The applicant will have to arrange his/her own scribe at his/her own cost, risk and choice.
- b) Applicant should be eligible to use a scribe as per the Government rules governing the recruitment of Persons with Disabilities.
- c) Applicant having physical disability less than 40% cannot avail scribe.
- d) The scribe shall only select options suggested by the applicant given for a particular question in the online exam and should not import his/her knowledge/make any gesture/sound movement to indicate correctness to any option.
- e) Both the applicant and scribe will have to give suitable undertaking as per the prescribed proforma as per Annexure 'A' and the same should be produced during online examination both by the applicant and scribe and in case it is detected at any stage of online exam and recruitment that the applicant and scribe do not fulfill the eligibility norms and/or that the information furnished by them is 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 shortcoming(s) is/are detected even after the applicant's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution and legal proceedings will be initiated.
- f) The candidature of the applicant to the online examination is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any Court of Law and mere issue of Admit Card or appearance at examination does not entitle him/her to any claim for the post.
- g) In case the applicant brings his scribe, the qualification of the scribe should be one step below the minimum qualification for the post.
- h) **Applicant must bring Original Medical Certificate** on his/her date of online exam. Applicant will not be allowed to take the assistance of scribe without having Original Medical Certificate.
- i) The applicant & scribe should report half an hour before the normal reporting time at the Exam Centre for this purpose.
- j) Both the applicant and scribe are required to bring their Aadhaar card in original and a self-attested photocopy of the Aadhaar card.
- k) The scribe should not be an applicant or should not have applied for any online exam against CRA 298/21 nor should he/she be made scribe for more than one applicant under this recruitment. Regarding this, undertaking from the applicant & scribe is needed in original at the centre.

Note: -

1. The applicants with disability under Ortho (OA, OL, OAL, BL), Hearing (HH) and Mental illness & Multiple disability -MI, MD (except visual disability) will not face any difficulty in viewing the contents of the online exam & taking the exam on computer, thus they are not eligible for the facility of scribe.

Applicant eligible for scribe	Applicants not eligible for scribe
Visual – B, LV	Hearing – HH Ortho – OA, OL, OAL, BL, Mental illness & Multiple disability - MI, MD (except visual disability)

2. PWD (VH) posts have been advertised for the post of Clerk only. No post in PWD (VH) category has been advertised for any other posts viz Revenue Accountant, JE/Electrical, Assistant Sub station Attendant, Assistant Linemen advertised against CRA 298/21.
3. All PWD applicants will be eligible for compensatory time of 20 minutes for every one hour of the examination.

Annexure/Declaration


SE/Tech to Dir/HR,
PSPCL Patiala.

**Regd. Office: PSEB HEAD OFFICE, THE MALL, PATIALA-147001 (PUNJAB)
O/o Chief Engineer/HRD (Recruitment Section)**

Please fill up the DECLARATION and submit the same to the Centre Head

DECLARATION

1. I, the undersigned, Shri/Smt./Kum. _____ S/D/W/o of Shri/Smt./Kum _____ have applied to appear in the online examination for recruitment for the post of Clerk against CRA 298/21 to be held on _____ with Application sequence no. _____, Roll Number _____, AND

Shri/Smt./Kum. _____ **(Scribe)** S/D/W/o of Shri/Smt./Kum _____ for the name of applicant, do hereby declare that: -

I do hereby undertake that his qualification is _____ which is one step below the minimum qualification for the post. In case, subsequently it is found that his qualification is not as declared by the undersigned and is above my qualification, I shall forfeit my right to the post and claims relating thereto.

- i) That I am is **blind/low vision and** need a scribe as permissible under the Government rules governing the recruitment of Physically Challenged persons.
- ii) The scribe is identified by the applicant at own cost and is as per own choice.

Applicant's Signature	Scribe's Signature

Qualification of the applicant:

Particulars of the Scribe					
Qualification	Below matric	Matric	10+2	Graduate	Post Graduate
Marks secured in last examination passed in his/her academic stream					

- 2. We jointly understand that the Scribe shall only record/click the answer/option as suggested by the applicant and shall not import his/her knowledge/make any gesture/sound or movement to indicate correctness or otherwise of any answer option.
- 3. We undertake to comply with the directions of the invigilator at the centre and try not to disturb other examinees.
- 4. Any misconduct committed by the scribe shall amount to a misconduct committed by me (Applicant name: _____) who is using the scribe and is liable for disciplinary action as may be deemed appropriate.
- 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 written test(s). If any of these shortcomings is/are detected even after the applicant's appointment, his/her services are liable to be terminated. In such circumstances, both Signatories will be liable to criminal prosecution.

Given under our signature: -

Photo of the scribe

Space for pasting of
recent passport size
photograph of
Scribe to be
attested by Gazetted
Officer

Photo of the applicant

Space for pasting of
recent passport size
photograph of
Applicant to be
attested by Gazetted
Officer

Name: _____

Postal address: _____

Name: _____

Roll No.: _____

Application Sequence. no.: _____

Postal address: _____

Mobile No.: _____

Mobile No.: _____

Signature of the Scribe

Signature of the applicant