

## INDIAN INSTITUTE OF BANKING & FINANCE

### **GUIDELINES FOR VISUALLY IMPAIRED & ORTHOPEDICALLY CHALLENGED CANDIDATES USING SCRIBE**

Those candidates who are visually impaired / have low vision or affected by cerebral palsy with locomotor impairment whose writing speed is affected and Physically Handicapped (PH) candidates who are not in a position to operate Keyboard and Mouse can use scribe at his/her own cost during the examinations. Compensatory time and facility of scribe would be provided to only the above categories of Physically Handicapped candidates. Physically challenged candidates of other categories are not eligible to get the above mentioned benefits.

In all such cases where a scribe is to be used, the following rules will apply:

1. The candidate should ensure that he/she is eligible to use a scribe as per the rules governing the examinations applied by individuals with disabilities as mentioned above.
2. The candidate will have to arrange his/her own scribe at his/her own cost.
3. The scribe for the candidate should not be working/have worked/retired with/from any of the Banks/Financial Institutions.
4. The scribe should not be professionally qualified for the subject.
5. The qualification of the scribe should be minimum one step below the qualification of the candidate.
6. Scribe should not have appeared or be appearing as a candidate for the same exam or have passed the exam.
7. The scribe for the candidate may be from any academic stream.
8. The scribe can take only one exam in a day for the subject for a candidate. The scribe cannot act as scribe for more than one candidate in the same subject/same exam.
9. Both, the candidate 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 the scribe fulfils the stipulated eligibility criteria as mentioned above.
10. In case it is found that the candidate/scribe,
  - a) does not fulfil any of the laid down eligibility criteria or suppresses material facts while providing information regarding the candidate/scribe or;
  - b) The information provided by the candidate/scribe, in the declaration form at the time of online application or at the time of examination or at a later stage is false/incorrect or; then the candidature of the applicant will stand cancelled and examination will be terminated irrespective of the result of the Examination/s and action will be initiated against both candidate and scribe, as per the provisions, which includes, among others, debarment of candidate and/or scribe. Such incidents will be reported to the employer bank/institution of the candidate/scribe.
11. Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
12. Only physically handicapped/ challenged candidates registered for compensatory time will be allowed such concessions. Since the 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 beforehand.
13. If any Physically Handicapped (PH) candidate requires any special assistance, he/she should request for the same, specifying the requirement/ assistance well before the Examination. All efforts will be made to ensure that the candidate is provided with the said assistance within permissible norms.
14. The candidates who are opting for scribe shall be responsible for any misconduct on the part of scribe brought by him/her. He should abide by all the rules governing the Scribes.



15. Conversation between the candidate and the scribe should not, in any way, disturb the atmosphere of the examination or disturb other candidates seated in the examination hall/ room.
16. The Scribe for the candidate should not independently answer the questions. During the course of the exam, or at any later stage, if it is found that scribe is/was independently answering the questions, the exam session will be terminated, result of the Examination/s cancelled and action will be initiated against both, the candidate as well as the scribe as per the provisions, which includes among others debarment of Candidate and/or Scribe under clause 1 "Impersonation" of nature of unfair practices (refer IIBF website for further details) and the malpractices being reported to the employer bank/institution of the candidate/scribe.
17. Use of the services of scribe only for availing the benefit of compensatory (extra) time is not permitted.
18. The Candidate and Scribe should report to the Examination Venue as per the exam schedule/date/time. Candidate and/or scribe will not be permitted to enter the Examination Venue/hall after the scheduled time for any reason, whatsoever. The examination conducting authorities of all the venues have been suitably instructed to strictly follow the time schedules.

**Procedure to be followed:**

1. The candidate should make online application on the website [www.iibf.org.in](http://www.iibf.org.in) by clicking on Apply Now > Apply for scribe. Once the application is approved by IIBF, the candidate will get an email confirmation of the permission granted by the Institute. **Candidates are advised to apply online for scribe well in advance, not later than 3 days before the examination.** (This is required to make suitable arrangements at the examination venue). Candidate is required to follow this procedure for each attempt/subject of the examination in case the help of scribe is required.
2. Attested copy of the Certificate issued by the competent Government Authority in respect of the disability of the candidate as mentioned above is to be uploaded along with the DECLARATION (Scanned copy Annexure - A) at the time of application.
3. The MSS Department of IIBF will scrutinize all such applications and if found in order, will send emails indicating grant of permission to the eligible candidates.
4. The candidate is required to take a printout of permission granted by the Institute and carry the same to the test centre along with original Declaration form & attested Disability Certificate which are to be produced along with his Admit letter, ID proof and ID proof of the scribe to the Test conducting authorities at the Test centre. Candidate and scribe have to reach the venue 15 minutes before reporting time along with Admit Letter. Under no circumstances late reporting by candidate or scribe will be permitted.
5. MSS Department of IIBF will also inform Test conducting authorities at the Test Centre regarding the permission granted to candidate/s and also request them to make appropriate/separate seating arrangement for facilitating the smooth conduct of examinations. The test conducting authorities at the test center will have to be approached to resolve issues, if any, in this regard.
6. **Please note that the above procedure is the only valid procedure for applying for scribe. Application submitted through other modes will not be entertained/ accepted.**

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Dated: 6<sup>th</sup> May, 2024

Mumbai.



**ANNEXURE - A**

**DECLARATION**

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ eligible candidate for the \_\_\_\_\_ Examination to be held on \_\_\_\_\_ at the Centre \_\_\_\_\_ Centre Code \_\_\_\_\_ in ONLINE mode and Shri/Smt/Kum. \_\_\_\_\_ eligible scribe (writer) for the candidate, do hereby declare that:

- a) The candidate is using the service of a scribe as he is eligible to use the scribe as per the rules/guidelines for the exam.
- b) The scribe is identified by the eligible candidate at his/her own cost and as per his/her own choice.
- c) The scribe fulfils the criteria as per the rules. (Refer GUIDELINES FOR VISUALLY IMPAIRED & ORTHOPEDICALLY CHALLENGED CANDIDATES USING SCRIBE)
- d) The candidate is **blind/low vision** or affected by **cerebral palsy with loco-motor impairment and his/her writing speed is affected or Physically Handicapped (PH)** candidates who are not in a position to operate Keyboard and Mouse/to write in their own hand-writing (strikeout whichever is not applicable) he/she needs a writer (scribe) as permissible under the rules governing for Persons with Disabilities for writing of examinations and **attested copy of the Certificate** issued in this regard by a competent Government Authority is enclosed.
- e) We are aware that, 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.
- f) We are aware of the fact that scribe will not answer the question independently.
- g) We are aware that any wrong information about the candidate or scribe submitted at the time of application or at any stage will render the candidate/Scribe being subject to imposition of penalty as per the provisions.
- h) The scribe is not an ordinary member of the Institute, neither has he passed any of the Courses offered by the Institute.
- i) The scribe is not a banker/ex-banker or working in BFSI sector/ or professionally qualified in the subject/exam.

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 found at any stage that we do not fulfil 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, the exam session will be terminated, result of the Examination/s cancelled and appropriate action (including legal action) will be initiated against both the candidate and scribe as per the provisions, which includes among others debarment of Candidate and/or Scribe, malpractices being reported to the employer bank/institution of the candidate.

**Given under our signature: -**

**Signature of the Scribe:**

**Name & Address:**

**Educational Qualification:**  
**(Mention highest qualification)**

**Employment Details, if any:**

**Photo ID No..... (Valid Govt. photo ID)**

**Phone No.....**

**Signature of the Candidate:**

**Membership/Registration No.:**

**Educational Qualification:**  
**(Mention highest qualification)**

**Name & Address:**

**Phone No.....**

Latest Photo of the  
Scribe to be  
affixed here and  
signed across by  
the Scribe