

## INDIAN INSTITUTE OF BANKING & FINANCE

### GUIDELINES/RULES FOR VISUALLY IMPAIRED & ORTHOPEDICALLY CHALLENGED CANDIDATES USING SCRIBE

Those candidates who are **blind / low vision** or **affected by cerebral palsy with loco-motor impairment whose writing speed is affected** and **Physically Handicapped (PH) candidates who are not in a position to write in their own hand-writing** can use own scribe at his/her own cost during the examination. Extra time and facility of scribe would not be provided to other Physically Handicapped candidates. In all such cases where a scribe is to be used, the following rules will apply:

- The candidate should ensure that he/she is eligible to use a scribe as per the rules governing for attempting examinations by individuals with disabilities as mentioned above.
- For the examinations conducted in Offline as well as Online mode, the facility of scribe will be permitted only for Offline mode examination and the candidate is required to opt for Offline mode in the Examination application form.
- For the examinations conducted only in Online mode, the facility of scribe will be permitted provided necessary infrastructure available for making separate seating arrangement, etc. available at the Test Centre and also at the discretion of the Institute.
- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe should NOT be a working/retired banker or working/retired in/from any Financial Institution.
- The scribe can be from any academic stream.
- 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. Further, in case it later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the Examination.
- Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

### Procedure to be followed:

- 1) The candidate should write on the top of the examination application form that he/she would like to avail the facility of scribe and would arrange for the scribe/writer.
- 2) The candidate should send a separate application along with the DECLARATION as given in the Annexure-I duly completed to the Zonal Office of IIBF about such requirement and obtaining permission at least **30** days before the commencement of the examination. Candidate is required to follow this procedure for each attempt of examination in case the help of scribe is required.
- 3) Attested copy of the Certificate issued in respect of the disability of the candidate as mentioned above by a competent Government Authority to be attached with the above DECLARATION.
- 4) The Zonal office will scrutinize such applications and if found in order return the DECLARATION Form duly endorsing the permission granted to the candidate for the use of the scribe.
- 5) The Zonal Office will also inform (Copy of the DECLARATION to be forwarded) the Examination Centre Superintendent (ECS) of the centre the permission granted to candidate/s and also request him to make separate seating arrangement so as not to cause any disturbance to other regular candidates. The ECS of the center will have discretionary powers to resolve issues, if any, in this regard.
- 6) The candidate will have to produce the DECLARATION (duly endorsed by Zonal Office of the Institute granting permission for use of scribe) along with the Admit Letter to the ECS of the centre at least 30 minutes before the commencement of the Examination.

## DECLARATION

(To be submitted to the respective Zonal office at least 30 days before the examination for the purpose of endorsement and to be produced along with Admit Letter to the ECS of the centre)

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

- The scribe is identified by the eligible candidate at own cost and as per own choice.
- The scribe fulfils the criteria that He/She is NOT a working/retired banker or from any Financial Institutions.
- 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 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.
- 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.

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 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/s.

**Given under our signature:-**

**Signature of the Scribe:**

**Signature of the Candidate:**

**Name & address:**

**Membership/Registration No.:**

**Educational Qualification:**

**Name & address:**

**Employment Details, if any:**

**Phone No.....**

**Phone No.....**

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

**Space for use of IIBF Zonal Office for  
granting permission for using the Scribe**