

# BHARAT ELECTRONICS LIMITED

**Sub: Using the service of Scribe for Computer Based Test (CBT)**

**Ref: Recruitment Advt. No. 17556/HR/All-India dated**

**10.01.2025**

**\*\*\*\*\***

## **Guidelines for using service of scribe for Computer Based Test (CBT):**

1. Scribe facility will be permitted to Persons with Benchmark Disabilities (PwBD) as defined under Section 2(r) of the RPwD Act 2016. In case of Persons with Benchmark Disabilities (PwBD) in upper extremities including orthopedic disabilities(both arm affected-BA) which affect the motor and coordination skills, dyslexic and cerebral palsy persons, who are unable to write themselves can avail the assistance of a scribe to appear for online Computer Based Test (CBT) on their behalf. **Candidates have to arrange scribes of their own at their own expenses.**
2. In other category of PwBDs, the provision of scribe will be permitted only on production of certificate from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution to the effect that the person concerned has physical limitation to type/write and scribe is essential to appear for online Computer Based Test (CBT) on his/her behalf. Certificate issued shall be as per proforma at **Annexure I.**
3. The qualification of the scribe intended to be used by the candidate should be one step below the qualification of the candidate taking examination and the candidate should submit details of the scribe as per proforma at **Annexure II which is to be attested by a Gazetted officer.**
4. The candidate must produce medical proof of disability in original issued by the competent medical authority at the test Centre.
5. The candidate shall submit any one of the following valid identity proofs of the scribe in original, along with a photocopy at the test Centre:
  - a. Passport
  - b. Driving License
  - c. Electoral Identification Card
  - d. Aadhaar Card

## ANNEXURE-I

### **Certificate regarding physical limitation in an examinee for Computer Based Test(CBT)**

This is to certify that, I have examined Mr/Ms.\_\_\_\_\_

(Name of the candidate with disability), a person with\_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability) disability, S/o/D/o\_\_\_\_\_ a resident of\_\_\_\_\_

(Village/District/State) and to state that he/she has physical limitation which hampers his/her writing /typing capabilities owing to his / her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation

Name of the Government Hospital/ Health Care Centre with seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment — Ophthalmologist, Loco motor disability — Orthopedic specialist/PMR).

## ANNEXURE-II

### Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_ am a candidate with  
\_\_\_\_\_ (Name and nature of the  
disability) appearing for Computer Based Test to  
the post \_\_\_\_\_ of bearing Application  
No. / Registration ID \_\_\_\_\_ and Roll  
No. \_\_\_\_\_ at  
\_\_\_\_\_ (name of the centre)  
on 31.05.2025.

My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_

\_\_\_\_\_ (name and address of the scribe) will provide the service of the scribe for the undersigned for taking the aforesaid examination. I do hereby certify that his/her qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond/above/related to my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the Candidate with Disability)

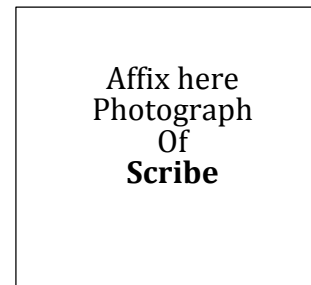
Place:

Date:

#### **DECLARATION BY THE SCRIBE**

Document to be enclosed:

1. Government ID Proof
2. Qualification Proof



I declare that my qualification is \_\_\_\_\_ and don't have equal /higher/related qualification than that of the candidate mentioned above.

**Signature of the scribe**

I have verified the identity and qualification of the scribe.

**Signature of the Gazetted Officer**

**Signature of the exam Invigilator**

**Date:**