A-12013/11/2024-Admn.
National Institute of Technology Warangal
Recruitment Cell

5th July, 2025

Subject: Facility of Scribe for Persons with Disability

1. In continuation of the notice of even number dated 01.07.2025 on the above subject, the PwD candidates who have opted for the facility of scribe are listed in the **Annexure I**.

2. The candidates who opted for the facility of scribe may note the guidelines as per **Annexure II**.

3. Persons with Benchmark Disabilities in the category of blindness, locomotor disability with both arms affected and cerebral palsy will have the provision for scribe at their own cost upon submission of duly filled scribe declaration form as per **Annexure III**. In case of other category of persons with benchmark disabilities, the provision of scribe is allowed on production of certificate to the effect that person concerned has physical limitation to write and scribe is essential from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution as per **Annexure IV,** in addition to the Scribe Declaration form as per **Annexure III**.

4. For those Persons with Disabilities other than those with benchmark disabilities and covered under Section 2(s) of the RPwD Act, 2016, shall be allowed scribe facility on production of Medical Certificate from the Medical Board in the format prescribed at **Annexure V** in addition to **Annexure III**.

5. **The above documents are to be submitted on the day of examination, failing which, the candidates will not be allowed for the facility of scribe.**

6. **Those candidates who failed to opt for facility of scribe in response to the notice of even number dated 01.07.2025 are hereby given one last and final opportunity to respond on or before 05:00 P.M. 07.07.2025, post-which, any requests for availing the facility of scribe will not be considered.**

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ANNEXURE I

LIST OF CANDIDATES WHO OPTED FOR THE FACILITY OF SCRIBE IN RESPONSE TO NOTICE NO. A-12013/11/2023-Admn. DATED 01.07.2025

S. No.	Application ID	Post
1)	NITW2423003203	Senior Assistant
2)	NITW2424002283	Junior Assistant
3)	NITW2420000667	Junior Engineer
4)	NITW2419007380	Superintendent
5)	NITW2424003194	Junior Assistant
6)	NITW2423004668	Senior Assistant
7)	NITW2423008493	Senior Assistant
8)	NITW2424002065	Senior Assistant
9)	NITW2423004668	Senior Assistant
10)	NITW2424003194	Junior Assistant
11)	NITW2423004668	Senior Assistant
12)	NITW2424003194	Junior Assistant
13)	NITW2421000010	Library & Information Assistant
14)	NITW2420000664	Junior Engineer
15)	NITW2421001184	Library & Information Assistant
16)	NITW2424002065	Senior Assistant
17)	NITW2421001419	Library & Information Assistant
18)	NITW2423000430	Senior Assistant
19)	NITW2421001399	Library & Information Assistant
20)	NITW2419007167	Superintendent
21)	NITW2424004869	Junior Assistant
22)	NITW2423007206	Senior Assistant

ANNEXURE II

GUIDELINES REGARDING PERSONS WITH DISABILITIES USING THE SERVICES OF A SCRIBE

1. The facility of scribe would be allowed to candidates who are eligible to use the services of scribe and opted for the same. The facility of scribe is meant for only those candidates with disabilities who have physical limitation to write including that of speed as per norms.
2. The candidate will have to arrange his/ her own scribe at his/ her own cost. NIT Warangal shall not arrange scribe for the candidate.
3. Where the essential educational qualification for any post is prescribed in a specific academic stream, the scribe should be from an academic stream different from that stipulated for the post.
4. 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, conforming that the scribe fulfils all the stipulated eligibility criteria for a scribe. Further, in case it later transpires that the candidate/ scribe did not fulfil any of the laid down eligibility criteria or has suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of test/ examination.
5. Deliberate wrong information about the candidate/ scribe in declaration form submitted at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for the Institute examinations.
6. Those candidates who are eligible to use services shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.
7. The scribe arranged by the candidate should not be a candidate himself/ herself for the online examination. If violation is detected at any stage of the process, candidature of both, the candidate and the scribe will be cancelled for the examination.
8. The scribe arranged by the candidate should not be a scribe to any other candidate in the same examination process. In the event of such appearance of the scribe, the candidature of both the candidates may be cancelled and the scribe may be debarred to appear as scribe for future Institute examinations.
9. Any candidate who is using services of scribe should ensure that he/ she is eligible to use the services of scribe in the examination as per these guidelines. Any candidate who is not eligible to use the scribe as per these guidelines, but uses the scribe in the examination shall be disqualified to participate in the recruitment process. Also, such candidates can be removed from service without notice, in case of selection/ joining.
10. For those candidates with disability within the meaning of Section 2(s) of the RPwD Act, 2016, where the nature of disability operates to impose a barrier to

the candidate writing an examination, the facility of scribe shall be allowed subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from competent medical authority of a Government Healthcare Institution as per proforma attached as **Annexure V**. The qualification of the scribe should be one step below the qualification of the candidates taking examination. Letter of undertaking as per **Annexure III** should be submitted by such candidates at the time of examination. Such candidates shall not be allowed to appear for the examination without the specified medical certificate as per **Annexure V along with Annexure III**.

11. **During the examination, at any stage, if it is found that scribe is independently answering the questions, or prompting answers in any direct/ indirect manner, 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/ detected during or after the examination by the test administrator personnel that the scribe independently answered the questions or prompted the answer in any direct/ indirect manner. In such cases, the candidate and scribe may also be debarred either permanently or for a specified period from all Institute examinations/ processes.**
12. The Institute reserves the right to share the list of debarred candidates/ scribes to other recruiting agencies for their information.
13. The Institute may also conduct online Aadhaar verification of the candidates/ scribes at different stages of the selection process, if felt necessary.
14. Those candidates who have been debarred from appearing in the Institute Examinations for a specified period in terms of the communication made to that effect by the Institute may act accordingly.
15. The Institute reserves the right to introduce additional steps in the examination process to safeguard and maintain the integrity of the examination.
16. Candidates are advised to take note of "The Public Examinations (Prevention of Unfair Means) Act, 2024" and the Rules framed therein.

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ANNEXURE III

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

DECLARATION

We, the undersigned, Shri/Smt./Kum. _____ **provisionally eligible candidate** for the Computer Based Test (Stage-I) for the Post of _____ notified by NIT Warangal against Advt. No. 05/2024 / 01/2023, to be held on _____ at _____ (Time) and Shri/Smt./Kum _____ **provisionally eligible scribe** for the provisionally eligible candidate, do hereby declare that:-

1. The scribe is identified by the candidate at his/her cost and as per own choice.
2. The candidate has physical limitation to write including that of speed and he/she needs a writer (scribe) as permissible under the Government of India guidelines issued vide Office Memorandum F. No. 16-110/2003-DD.III dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013-Welfare dated 26.04.2013 and Office Memorandum F. No. 296/2019-DD-III dated 10.08.2022 issued by Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan).
3. Candidates with disabilities who have physical limitation to write including that of speed shall be allowed compensatory time of 20 minutes per hour, if they have opted for the same, whether availing the facility of scribe or not.
4. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Institute that there was necessity for use of a scribe as he/she has physical limitation to write including that of speed by the disabilities as mentioned in guidelines regarding persons with benchmark disability/specified disability using the services of a scribe.
5. The candidate has ensured that the scribe is not a candidate for this examination.
6. The scribe has ensured that he/she has not appeared/ is not appearing as a candidate in this examination.
7. We declare that the scribe has not acted/will not act as a scribe to any other candidate in the same examination process.
8. We understand that at any stage, if it is found that scribe is independently answering the questions, or prompting answers in any direct/indirect manner, the exam session will be terminated and candidature will be cancelled. The candidature will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions or prompted the answer in any direct/indirect manner. In such an event, we are liable to be debarred from future examinations of NIT Warangal either for a specified period or permanently.
9. 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 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 (both the candidate as well as scribe in case he/she has appeared in the same examination) will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings 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.
10. We also declare that we have not been debarred by NIT Warangal and/or the tenure of earlier debarment is not in force on the day of this examination.

I, _____ **(Name of the candidate)** the candidate, certify that I am eligible to use the services of a scribe as per the Govt. of India Guidelines for conducting written examination of Persons with Disability.

I, _____ **(Name of the candidate)** the candidate for this recruitment certify that I have ensured that the above scribe has not appeared/ is not appearing for this examination as a candidate or as a scribe for any other candidate.

I, _____ **(Name of the Scribe)** certify that I am not a candidate or a Scribe for any other candidate for this examination. I will not solve/answer the questions on behalf of the candidate, nor prompt him/her the answer, except submitting the answer as selected by the candidate. Providing incorrect details of ID proof will lead to cancellation of candidature of candidate and scribe will not be allowed to appear as a Scribe for this as well as in all future IBPS CRP examinations.

_____ _____

Signature of Candidate **Signature of Scribe**

Date : **Place :**

..Contd

..Contd from pre-page

Offline Scribe Form

Details of the candidate:		
Roll No. / Application ID:	Name:	

Scribe Details:

Mobile No.: Date of Birth (dd/mm/yyyy): Gender : M F Transgender

Name:

e-mail_Id :

Father's Name:

Photo of the Scribe

Address 1

Address 2

City:

State: PIN code:

Highest Educational Qualification:

Relationship with the candidate

Scribe's ID Type : (Tick appropriate box)

☐ **Aadhaar Card** ☐ **PAN Card** ☐ **Passport** ☐ **Voter ID Card**

Other ID (Specify) _____

(Enter number of the selected ID below and attach the copy)

ID No.

I have gone through the relevant clause in the notification regarding PwBD/ Specified Disability and scribe candidates. I declare and undertake that I would not solve/ answer questions in the examination on behalf of the candidate, nor prompt him/ her the answer, except submitting the answer as selected by the candidate. I understand that the candidate is liable to be debarred from the examination or future exams if it is found that I have answered the questions on my own and I will also be liable to be debarred from appearing as a Scribe for all the future examinations of NIT Warangal. I am also liable to face legal actions if I indulge in malpractices as a Scribe along with the candidate. I am not a candidate and I have not acted/ will not act as scribe for any other candidate for the same exam process. We also declare that we have not been debarred by NIT Warangal and/ or the tenure of earlier debarment is not in force on the day of the examination. It is further undertaken that if it is found that the qualification is not as declared by the candidate/ scribe, the candidate shall forfeit all rights to the post and claims relating thereto.

Left Thumb Impression of the Scribe

Signature of the Scribe

If the above details are incomplete/wrongly filled, my candidature will be cancelled and my scribe will not be allowed to appear as a Scribe in all future NIT Warangal examinations.

_____ _____

(Signature of the candidate) **(Signature of Invigilator)**

Date: **Place:**

ANNEXURE IV

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of 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 capabilities owing to his/her disability.

Signature

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

Name & Designation.

Name of 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, Lcomotor disability – Prthopaedic specialist/PMR).

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date: