

HIGH COURT OF PUNJAB & HARYANA

**SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS
(S.S.S.C.)**

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GUIDELINES FOR USING SCRIBE / PAPER WRITER FOR VISUALLY HANDICAPPED / ORTHOPAEDICALLY HANDICAPPED CANDIDATES.

- The candidate has to ensure that he/she is eligible to use a scribe i.e. having disability of 40% or more. S.S.S.C. will give time of one week to all such candidates to move such an application for seeking help of scribe and in case the said application is not received within such period of one week, then any such application at a later stage will not be considered since making arrangement for a scribe at a later stage may not be possible.
- The candidate who need scribe should alongwith his application produce a medical certificate in the prescribed format from a Senior Medical Officer in the Government service to the effect that the candidate has physical limitation to write/type including that of speed and submit it alongwith photocopy of Admit Card. The medical certificate will be required in addition to the candidate's disability certificate.
- The scribe will be provided by S.S.S.C., itself on its own cost and intimation will be given to the candidate as well as to the Centre Incharge of the examination centre.
- If at any stage, the medical certificate was found inappropriate/ incorrect/ false/ fabricated/ tampered with or if it is found that the candidate was not eligible for the use of scribe as per the eligibility criteria, the candidature/ appointment may be cancelled.
- Such candidates who is provided a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

Note : It is clarified that all the candidates with disability, who although are entitled to facility of scribe as per the aforesaid guidelines but who choose not to avail the facility of scribe may be allowed compensatory time of 20 minutes per hour of examination, in case such candidates produce their disability certificate alongwith prescribed medical certificate as aforesaid, within stipulated period of one week granted by S.S.S.C.