

# **HIGH COURT OF PUNJAB & HARYANA AT CHANDIGARH**

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

Website: [www.sssc.gov.in](http://www.sssc.gov.in)

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## **GUIDELINES FOR SCRIBE/EXTRA TIME FOR PERSONS WITH DISABILITIES/PHYSICALLY HANDICAPPED CATEGORY CANDIDATES IN ONLINE RECRUITMENT PROCESSES.**

- Candidate eligible to use a scribe i.e. having disability of 40% or more, can apply for scribe to S.S.S.C. within stipulated period as mentioned in the advertisement and in case the said application is not received within the stipulated period, the same will not be entertained, as it is not possible to make arrangement for a scribe at a later stage.
- The candidate who needs scribe should submit an application along with medical certificate in the prescribed format from a Senior Medical Officer (Govt.) to the effect that he/she has physical limitation in typing. 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 in this regard will be given to the candidate as well as to the Centre Incharge of the examination centre well in advance.
- If at any stage, the medical certificate is 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, his/her candidature/ appointment will be cancelled.
- Such candidate who is provided a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. It is further clarified that all the candidates with disability, who although are entitled to avail facility of scribe as per the aforesaid guidelines but choose not to avail the said facility will also be allowed compensatory time of 20 minutes per hour of examination, in case such candidates produce their disability certificate along with prescribed medical certificate as mentioned above, within stipulated period as mentioned in the advertisement.

**MEMBER SECRETARY  
S.S.S.C.**