



**राष्ट्रीयपुनर्वास परीक्षा बोर्ड**

National Board of Examination in Rehabilitation (NBER)

(भारतीय पुनर्वास परिषद का एक अनुबद्ध निकाय)

(An Adjunct Body of Rehabilitation Council of India)

## **SCHEME OF EXAMINATION (2024)**

**CERTIFICATE & DIPLOMA LEVEL COURSES  
IN SPECIAL EDUCATION & DISABILITY REHABILITATION  
(2024)**

**National Board of Examination in Rehabilitation (NBER)**

(An Adjunct Body of Rehabilitation Council of India)

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# **SCHEME OF EXAMINATION (2024)**

(Certificate and Diploma Level Courses in Special Education & Disability Rehabilitation)

## **Introduction:**

Rehabilitation Council of India (RCI) is responsible for standardization of curriculum and monitoring of standards of training programmes. Regulating the training of Rehabilitation Professionals/Personnel is also one of the prime functions of the Council. Accordingly, RCI develops the programmes and its period of study for which skill training to be undertaken, subject of examinations and standards of proficiency to be obtained from any institution in respect of approved rehabilitation qualifications.

The examinations of bachelor and master degree courses are being conducted by the respective Universities, whereas certificate and diploma level programmes do not come under the purview of the University. Therefore, an independent Examination Body i.e. National Board of Examination in Rehabilitation (NBER), RCI New Delhi has been created as a registered Society under Society Registration Act, 1860 and notified by the DEPwDas an Adjunct Body of RCI vide its Gazette Notification no. 5-62/93-RCIdated 8th June 2014 “Rehabilitation Council of India (Conduct of Examinations, Qualifications of Examiners and the condition of Admission to Examinations) Regulations, 2014. The NBER is entrusted with the responsibility to conduct centralized examinations and award diploma and certificates for all Certificate and Diploma level Programmes of RCI in the field of Special Education & Disability Rehabilitation vide Regulation No.5 of the aforesaid regulations.

Responsibility to conduct examinations on behalf of NBER, RCI, New Delhi has been given to three National Institutes namely AYJNISHD, Mumbai, NIEPMD, Chennai and NIEPVD, Dehradun. These are referred to as “Examining Bodies” in the rest of this document.

The conduct of examinations is regulated by the Scheme of Examination and also under the provisions made in the respective syllabi of certificate and diploma level programmes. The Scheme of Examination is being revised from time to time and the last revision has been made in 2018 to govern the examinations for the certificate & Diploma programmes.

## **A. Need for Revision**

Recommendations obtained from various stakeholders emerged during the meetings and workshops, convergence of course curriculum at

diploma level courses; there was a need to revise the present scheme of examination to incorporate relevant provisions and its alignment in the examination system. Accordingly, this revised scheme of examination provides uniform pattern of examination along with common examination regulations developed for all the Diploma/Certificate level programmes standardized by the Rehabilitation Council of India.

## **B. Year Activities Calendar**

In order to adhere to the time schedule for admission to the courses, the conduct of the examination and the declaration of result, it is required to prepare an almanac by the NBER, RCI, New Delhi, much before the commencement of the academic session and to be uploaded on the Council's website in the public domain.

### **B.1 Enrolment of Candidates**

Enrolment of candidates to a particular course shall be done by the respective examining bodies solely based on the authenticated data provided by the NBER, RCI to the examining bodies. Verification of data, documents and confirmation of admission of the candidates will be done by all examining bodies; AYJNISHD, NIEPMD, and NIEPVD through centralized online system of NBER, RCI, New Delhi. Students who have been allotted enrolment number (PRN) by NBER, RCI, New Delhi would only be eligible for admission and examination.

### **B.2 Conduct of Examination**

All examinations shall be conducted on annual pattern by the respective examining bodies on behalf of the National Board of Examination in Rehabilitation –RCI, New Delhi for which annual academic activity calendar for each batch shall be provided by the NBER, RCI, New Delhi in the beginning of the each academic to avoid any uncertainty in examination dates. The examination schedule may change slightly depending upon the local festivals and elections etc. declared by the appropriate authority.

### **B.3 Location of Examination Centres**

**B.3.1** The Examination Centre should be located at a reasonable distance from the training institute. The following institutes shall be considered for the examination centre:

- (i) Institute of State or Central Government such as Kendriya Vidyalaya, Govt. Schools/Govt. College /DIET/SCERT / Other Govt. Buildings
- (ii) National Institutes, CRCs of DEPwD
- (iii) No Home Centres to be allowed including NIs, CRCs and Govt. Institutions

## **B.4 Medium of Examination**

The question papers for final Theory Examinations will be set in English, Hindi & vernacular languages. Translated typed question papers in English, Hindi including regional language will be provided to students at the time of examination. Translation in regional languages will be done by the examining body with the help of subject expert (s).

Question papers shall be sent by the examining body with password protected file to all the examination centre(s) thirty minutes before the commencement of examination and the question paper shall be opened/download in the presence of the Central Level Observer (CLO) and Centre Superintendent (CS) deputed by the examining bodies. It shall be the responsibility of the examination centres to attach the question papers while dispatching the answer sheets to the evaluation centres.

## **B.5 Appointment of personnel to conduct Final Theory Examination**

**B.5.1** The Examining Body will appoint Centre Superintendent (CS) & Central Level Observer (CLO) by name that will be responsible for smooth and fair conduct of the examinations at the examination centres as per the rules and regulations of examinations framed by NBER, RCI, New Delhi.

**B.5.2** The Centre Superintendent will appoint invigilators and attendants at the Examination Centre. Invigilators must be appointed amongst the non-teaching staff or from other discipline/subject in which the examination is not being held.

**B.5.3** During the practical examinations, internal examiner should be present with the external examiner. Internal assessment is a continuous and comprehensive process that happens throughout the year. The performance of a candidate may be assessed based on the submission of practical records, classroom tests, assignments, classroom teaching performance and demonstration with the special children. Therefore, if a candidate has secured less marks in any of the domain, he/she may be given a chance to demonstrate his/her performance to gain more marks.

The CLOs should be appointed preferably from the neighbouring State by the Examining Bodies.

## **B.6 Composition of question papers**

The question papers will be composed as per the following weight age point/percentage:

i.	Objective type questions	20%
ii.	Answer in one or two sentences (5 questions, all compulsory)	20%
iii.	Short questions (4 questions out of 6)	30%
iv.	Long questions (2 questions out of 4)	30%

Examining bodies must strictly adhere to the above examination patterns to maintain uniformity across all Diploma/Certificate courses.

### **B.7 Paper Setters/Evaluators**

The paper setters, moderators and evaluators shall be selected by the respective examining body amongst the teaching faculty having minimum 5 years of teaching experience in the respective discipline. Paper setters, moderators and evaluators should preferably be from Govt. Institutions. Utmost Care should be taken to engage experienced professionals from reputed Teacher Training Institutions.

### **B.8 Appointment of Examiners**

All training institutions should permit the core faculties to take up examination work and no one shall refuse the examination work unless justified/medical grounds exist. Institutions must take responsibility to orient the core faculty and other staff members to undertake the responsibilities as the examiners.

### **B.9 Examination Fee**

The NBER, RCI, New Delhi shall notify the examination fee payable by the students for various examinations. A student who has not paid the prescribed fees to the respective examining body before the due date of commencement of examination shall not be permitted to appear in the examination.

## **C. Examination Regulations**

### **C.1 Minimum attendance**

**C.1.1** Minimum 75% attendance for theory and practical classes from the date of commencement of the course/instructional days is compulsory for students to be eligible to appear in the final Theory and Practical examination.

**C.1.2** 5% relaxation in attendance may be allowed by the head of the Institution for valid reasons. Students must be informed about the status of attendance every two months through Notice or Circular. The training institute would certify the completion of all the assignments of the students for them to be eligible for appearing in the examination. Examination forms of such students, who do not have the requisite attendance, should not be forwarded by the institution to the Examining body. Institutions would provide information regarding the attendance of the students well in advance to the respective examining body.

**C.1.3** Both theory and practical examinations for annual system of examination would be conducted as per the RCI approved syllabus.

## **C.2 Condition for completion of a course**

**C.2.1** The following percentage of marks is required to be obtained for the successful completion of a course:

Theory & Practical	Minimum percentage of Marks to be obtained to have passed
Internal Theory	40%
External Theory	40%
Internal Practical	50%
External Practical	50%

**C.2.2** Candidates who secure less than 40% of marks in theory and 50% in practical shall be deemed to have failed in that paper. The candidate shall be allowed to reappear in year-end examination of the paper in subsequent year (when the paper/subject is offered) or special examination if held by the Examination Body subject to maximum permissible chances during the period of (n+2) years where “n” means the academic session/year in which the candidate has enrolled. The internal marks for such cases shall not change.

If the candidate is not able to take the examinations due to medical reasons, the candidate has to submit the valid reasons by submitting all the medical documents along with the request letter to NBER- RCI, New Delhi. On verifying the necessary documents, the Council may permit the candidate to appear for the examination on one more attempt- subject to the genuineness of the documents submitted.

**C.2.3** Students will be allowed 1+2 chances only for appearing in examinations for completion of one-year course/programme. However, the chances to be availed within a span of 3 years from the date of admission. For 2-year course durations, the chances to be availed within a span of 4 years from the date of admission.

## **C.3 Internal Assessment**

**C.3.1** For annual system of exams, two internal theories and two internal practical examinations for each theory and practical examinations will be held. Students who failed in internal examinations (minimum one theory (or) one practical paper) will be allowed to appear in internal theory and practical examinations to be conducted by the respective institutions during the same academic year. The eligible candidates may have to

appear in the final examination, otherwise candidate may have to repeat the course/ programme.

**C.3.2** The concerned institution is authorised to conduct re-examination during the same academic year for the students who failed in internal theory and practical examination.

**C.3.3** Internal Assessment for theory papers has to be made based on the criteria such as minimum required percentage of attendance, submission of practical records, classroom tests, assignments, report writing, classroom teaching performance and demonstration with the special need children (CwSN).

**C.3.4** Internal assessment for practical papers has to be based on the criteria such as attendance, demonstrative practical, maintenance of records and viva voce.

**C.3.5** Institutions are required to maintain a copy of the internal theory, internal practical and external practical records for the full academic session plus one more year from the date of enrolment of students. However, the physical statements of marks are required to be maintained for ten years; otherwise, it can be converted into PDF or scanned record can be made available online. The records have to be presented to the examining body, if required. The final marks entered by the course coordinator for each paper should not be edited under any circumstances.

## **C.4 External Assessment**

All theory and practical papers will be assessed as per guidelines specified in the RCI approved syllabus. Respective examining body will conduct the examinations as per the schedule prescribed in the annual academic activity calendar issued by NBER, RCI, New Delhi for particular academic session.

## **C.5 Division**

**C.5.1** There will be a uniform pattern of division (in theory and practical) mentioned as under:

75% and above	--	First Division with Distinction
60-less than 75%	--	First Division
50- Less than 60%	--	Second Division

**C.5.2** For courses longer than one-year duration, no division shall be awarded in the 1st year Examination of the two years courses/programmes. Division will be awarded on the basis of aggregate



marks obtained by a student in 1ST year and 2nd year examination in theory and practical combined.

## **C.6 Grace Marks**

**Student with disabilities shall only be eligible for grace marks** for clearing one or more subjects/papers aggregate to maximum of 10 marks for one full year. Grace marks shall be awarded in a maximum 4 theory papers for one full year- restricted to maximum 3 marks in each paper. No grace marks will be given in practical papers.

## **C.7 Re-totalling**

Re-totalling of marks by the examining body will be done routinely for all examinations before the declaration of results. However, after declaration of result, re-totalling is allowed on payment of Rs. 500/- for each paper within fifteen days from the date of the declaration of the result in the NBER, RCI, New Delhi Central website. However, NBER, RCI, New Delhi shall reserve the rights to award additional grace marks for exceptional case(s) on genuine reasons to the candidates having medical reasons provided supported documentary evidence is issued by the appropriate authority. Examining body must ensure that the result of re-totalling is communicated to the student within a month of submission of fees. Best marks acquired by the student in re-totalling or initial examination will be considered.

## **C.8 Re-evaluation**

Student(s) may apply within 30 days from the date of the declaration of the result for re-evaluation of the examination script(s) of specific papers(s) by paying online fee of Rs. 1,000/- per paper through the payment gateway. Provision will be made to show the papers to the students by the Examining Body on written request from the student on payment of Rs. 500/- for each paper within 15 days from the date of declaration of results. All the provisions for re-evaluation must be completed by the examining body within 15 days from the date of the declaration of the result. Best marks acquired by the student in re-evaluation or initial examination will be considered.

## **C.9 Uniformity in distribution of internal/external marks for theory and practical examination**

**C.9.1** Uniform pattern of distribution of internal and external marks will be adopted for all Diploma and One-year courses

(a) Theory will have 40% internal and 60% external marks.

(b) Practical will have 40% internal and 60% external marks.

**C.9.2** Candidate must obtain 40% marks in each theory paper (internal as well as external) and 50% marks in each practical paper (internal as well as external) to get passed in the academic year.

## **C.10 Retention of Answer Books**

The answer books will be retained by the examining body for a period of six months from the date of declaration of results except the court cases or cases of complaint / malpractices/ mass copying, including case of re-checking which will be preserved till the final decisions are being taken in such matters.

## **C.11 Provision for improvement**

Candidates who prefer to appear one more time in order to make improvement in Theory papers alone are allowed to appear along with the candidates appearing for the year-end examinations. The candidates who wish to appear for improvement of 1st year exam may have to appear during the 2nd year along with the 1st year candidates.

## **C.12 Provision of guidelines for providing scribes, extra time etc. (For students with Disabilities)**

Provision shall be made as per office Memorandum of the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment (F.No.34-02/2015-DD-III dated 29th August 2018 and corrigendum dated 08.02.2019 & F.No.29-6/2019-DDIII Dt: 10.08.2022) for providing scribes, extra time etc. For students with disabilities, the institutes must get the approval from the Examining Body about the number of candidates appearing the examinations based on their UDID cards number.

## **C.13 Promotion from 1<sup>st</sup> Year to 2<sup>nd</sup> year for two years course(s) /programme(s)**

**C.13.1** Students who have fulfilled the minimum required percentage of attendance in first year shall be allowed to attend the classes in the second year. Students shall be allowed to complete the courses within the period of two years but they have to complete the course within four years. For example: a course of two-year duration can be completed with

maximum four-year duration. For One year Diploma course the candidate has to complete the course within a period of two year.

**C.13.2** The minimum attendance criteria will be the same for the above candidates, eligible to appear in the examination, as already narrated under point C.1.

### **C.14 Punitive Action**

Following punitive action will be taken against the examination centre/officials/students in case of candidates found to have indulged in mass copying or any kind of malpractices:

- I. Examination (s) at the Examination Centre will be cancelled.
- II. Examination Centre/Institute will be debarred to serve as an Examination Centre for the maximum period of five years (or) part thereof as per recommendations of the malpractice enquiry committee and decision of the Council in this regard.
- III. Invigilator(s), Examination /Centre Superintendent and CLO of the Examination Centre shall be blacklisted for the maximum period of five years (or) part thereof as per recommendation of the malpractice enquiry committee.
- IV. Students found using unfair means during examination will be expelled for one academic session.
- V. A Committee will be constituted by Examining Body to investigate the matter of mass copying/malpractice and to recommend necessary punitive action in such matters.

### **C.15 Monitoring**

Flying Squad to be deputed by Examining Body and/or by the NBER, RCI, New Delhi during the examination on receipt of schedule of the examination along with details of examination centres two weeks in advance before the commencement of the examination. In case, any discrepancies viz., mass copying, cheating and irregularities are observed at any exam centre, the incidence must be video-graphed by the observer, CLOs / flying squad.

### **D. Award of Diploma/Certificate**

Results will be declared within one month from the date of completion of examination. Diploma/Certificates may be awarded to the successful students by the NBER, RCI, New Delhi immediately upon declaration of results on NBER website. Certificates and marksheet will be made available in digi-locker also.

Name and other particulars of the candidate must be written correctly while filling up the forms. Candidate profile verification will be done by the concerned examination body before generation of the hall tickets, so that the errors are eliminated. For any changes in the student particulars after the results, a fee of Rs. 250/- will be required to pay online to concerned examination body.

If a candidate desires to apply for making corrections in the profile after printing the statement of Marks and Certificates (at the end of 2nd year of the course period) the candidate is required to pay Rs.1000/- online for each Marks-sheet and Certificate.

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**File No. 25-1/Policy/(NBER)/2015/RCI**

**Rehabilitation Council of India**

**Rates of Remuneration/Honorarium for various activities pertaining to conduct of examinations for Diploma and Certificate level course(s) of RCI, as per the Scheme of Examination of NBER, RCI, NEW DELHI.**

**E. Rates of Remuneration/Honorarium to be paid for assignments relating to NBER-RCI, New Delhi.**

**E.1 Remuneration for Theory/Practical Examinations**

<b>SI no</b>	<b>Particulars</b>	<b>Rates of Remuneration*</b>
1.	Honorarium for Centre Level Observer	Rs. 1,000/- per shift comprising of Forenoon and afternoon
2.	T.A.	CLO (Out stationed): As per actual for outstation travel and Rs. 1200/- maximum per day for local conveyance CLO (Local): Rs. 1200/- maximum per day for local conveyance
3.	D.A. (Out stationed & Local)	D.A. (Out stationed): Rs.900/- per day D.A.(Local): Rs. 750/- per day
4.	Accommodation for CLO (Out stationed)	Rs.1500/- per day
5.	Exam Centre Superintendent	Rs.1000/- per day
6.	Chairperson of Malpractice Enquiry Committee	Rs.1500/- for each enquiry 1. Journey by own car /Taxi @ Rs.500/- only on Local level. 2. ACII/III Tier by train/bus & economy class flights on outstation (only on presentation of original tickets)
7.	Members of Malpractice Enquiry Committee	Rs.1000/- for each enquiry 1. Journey by own car /Taxi @ Rs.500/- only on Local level. 2. ACII/III Tier by train/bus & flights on out stationed (only on presentation of original tickets)
8.	Invigilator (Internal)	Rs.500/- per shift
9.	Flying Squad Honorarium.	Local: Rs. 1,000/- per day Out-stationed: Rs. 1,500/- per day
10.	Flying Squad: T.A.	Flying Squad (Out Stationed): Travel Rs.2,500/- per day Flying Squad (Local): Rs.800/- per day
11.	Flying Squad D.A.(Out stationed & Local)	D.A.(Outstation): Rs. 900/- per day D.A.(Local):750/- per day
12.	Support Staff	Rs.400/- per shift

13.	Rental	Rs.500/- per shift
14.	Housekeeping	Rs.400/-per shift
15.	Technical Support	Rs.400/-per shift
16.	Miscellaneous Expenses	Rs.500/-per shift
17.	Postal and Stationery Expenses	As per Actual

#### **E.2 Remuneration for paper setting for theory examinations:**

<b>Sl No</b>	<b>Particulars</b>	<b>Rates of Remuneration</b>
1	Paper setter	Rs. 3,000/- (for 2 sets)
2	Paper moderator	Rs. 1,000/-
3	Translation in regional language	Rs. 400/-
4	Typing	Rs. 250/-
5	Evaluation of theory paper	Rs. 40/- per paper

#### **E.3 Remuneration for Practical Examinations:**

<b>Sl No</b>	<b>Particulars</b>	<b>Rates of Remuneration</b>
1.	External Examiner	Rs. 40/- Per candidate, per subject/paper (Minimum of Rs.900/-) I. Videography: Indian Sign Language recording in the course of D.Ed. Spl.Ed.(HI) Practical's Videography charges & all other Diploma and Certificate level courses: Rs. 5,000/- per day II. Videography: Braille recording in the course of D.Ed.Spl.Ed.(VI) Course Practical's Videography charges Rs.5,000/- per day
2.	T.A.	(Out Stationed travel): Rs. 2,500/- per day (Local travel):Rs.800/- per day
3.	D.A	D.A. (Out stationed): Rs. 900/- per day D.A. (Local): Rs. 750/- per day
4.	Accommodation	out stationed External Examiner: Rs.1500/- per day
5.	Honorarium for Internal Examiner	Rs.30/-per candidate per subject/paper

#### **E.4 Rates of Remuneration for Handling Charge of Answer Books**

<b>Sl No</b>	<b>Particulars</b>	<b>Rate of Remuneration</b>
1.	Handling Charges (Counting, Receiving and sending to the examiner etc.)	Rs. 5/-per answer book
2.	For Supervisor staff	Rs.1/- per answer book

### **E.5 Rates of Remuneration for Result Preparation**

<b>Sl No</b>	<b>Particulars</b>	<b>Rate of Remuneration</b>
1.	Tabulation of Score & Preparation of Tabulation sheet	Rs.5/- per student per member (Preparing, checking and verifying for 3 members)
2.	Mark sheet/Diploma Certificate Preparation	Rs.5/- per student per member (Preparing, checking and verifying for 3 members)

***\*TA rates will be as per entitlement in case of Govt servants; TA rates for retired persons or persons from outside Govt system will be as per the equivalent to level-11 of 7<sup>th</sup> CPC of Govt. of India)***

### **E.6 Affiliation and other Fee**

<b>Sl.No.</b>	<b>Description</b>	<b>Fee</b>
1.	Affiliation fee	10,000/- per year for each course /each batch
2.	Registration Fee (to be paid to the Examination Body RCI NBER, New Delhi)	Rs. 500/- per candidate
3.	Examination Fee (to be paid to the Examining Body)	Rs. 100/- per paper (Theory & Practical)

**E.7:** In case examinations are conducted at Kendriya Vidyalaya, the applicable rates of Kendriya Vidyalaya shall be admissible; NBER, RCI, New Delhi will enter into agreement with KV, Headquarter for conduct of examination nationwide. No need to depute CLO when the examinations are conducted at KVs or any Govt. Organizations.

**E. 8:** All examining bodies will organize annual convocation of meritorious students for which prior consent from MS, RCI shall be taken including the Head-wise expenditure while the duty of arranging convocation in each TTI will be of TTIs. SOP for convocation is attached in Annexure-6.

**E.9:** SOPs mentioned in this document for identification of examination centre(Annexure-1), guidelines for external examiner (Annexure-2), instructions to the student trainee (Annexure-3), evaluation of answer sheets (Annexure-4), standard operating procedure (SOP) for the training institute in online enrolment (Annexure-5) shall be followed by all examining bodies, standard operating procedure (SOP) for convocation (Annexure-6), (a) duties of the centre superintendent, (b) duties of invigilator & (c) duties of central level observer (CLO) (Annexure-7), (a) Proforma for declaration of confidentiality as CS, (b) Proforma for declaration of confidentiality as CLO, (c) Consent form for Evaluator & (d) Evaluator registration form (Annexure-8), Guidelines regarding submission of online examination form (Annexure-9), Office Memorandum by DEPwD regarding conducting exam of PwD students (Annexure 10) & Address and contact details of Examining Bodies (Annexure11).

E.10 Annual activity calendar for main and supplementary exam shall be centrally issued by NBER, RCI, New Delhi.

E 11: Remuneration to evaluators shall be same as per entitlement of CLOs mentioned in Para E.1 (Sl.No 1, 2, 3 & 4) of this document.

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## Scribe Requisition Form

Name of the student: \_\_\_\_\_

Enrolment Number: \_\_\_\_\_

Name of the Course: \_\_\_\_\_

Name of the Institute: \_\_\_\_\_

Centre Code: \_\_\_\_\_

Category of disability (tick): LV or VI / Locomotor / CP / Others (please specify & attach disability ID/certificate/proof)

Adhaar No:

(Please attach Adhaar copy also)

### Scribe's details

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Address: \_\_\_\_\_

Qualification: \_\_\_\_\_

Occupation: \_\_\_\_\_

Phone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Scribe's  
Photo

Name of the Course Coordinator/HOI & Signature with Seal

## Scribe Approval Form

Student's  
Photo with  
Signature

Scribe's  
Photo with  
Signature

This is to certify that Ms. /Mr. \_\_\_\_\_ is having difficulty in writing the examination which is scheduled on date \_\_\_\_\_ at \_\_\_\_\_ examination Centre.

On the basis of requisition, s/he is hereby permitted to avail the facilities of Scribe namely \_\_\_\_\_

## EXTRA TIME -APPROVALFORM

On the basis of Disability Certificate issued by the District Medical Officer/Appropriate Authority and recommendation of the Head of Institute/Course Coordinator Ms./Mr.....is hereby permitted for extra time to write the examination as per the prevailing norms issued by the DEPwD from time to time.

Office Seal

Name& Signature  
of the CLO/ Centre Superintendent/HoI

**GUIDELINES FOR IDENTIFICATION OF EXAMINATION CENTRE**

1. If, there is more than 15 students in a city for a particular course, exam centre should be in the same city. Examination Bodies shall ensure this while deciding exam centres.
2. In case, where examination centres are outside city due to less than 15 students for a particular course, examination centre shall be within distance of 100 km from TTL.
3. In case of any exception to Para 1 & 2 above, or in case a private building is to be decided as examination centre, prior written permission of Member Secretary, RCI, New Delhi shall be obtained.
4. Examination Centre should be in the District Head Quarters.
5. Kendriya Vidyalaya /Govt. Colleges/ Govt Schools will be given priority.
6. Examination Centres must have minimum infrastructure (class rooms/Tables/Fans/ Drinking water/ Rest Room/ Clock Rooms).
7. Accessible for PwDs.
8. Examination Centres must have Computer, Internet facility and Photocopy facilities.
9. Examination Centres should not be identified in a noise pollution area.

**GUIDELINES TO THE EXTERNAL EXAMINERS****BEFORE EXAMINATION**

- Confirm with the Internal Examiner regarding the convenient dates for conducting Practical Examinations.
- The External Examiner will be provided with all necessary details of the candidates appearing for Examinations and Evaluation procedures.
- With regard to Viva-voce, prepare relevant questions covering all practical components.

**DURING PRACTICAL EXAMINATION**

- Follow the procedures and guidelines of RCI Scheme of Examinations 2023.
- Make sure to assess all practical components.
- All candidates need to be given enough opportunity to present the records, demonstrate practice teaching, presentation of IEP records and Viva-Voce.
- Record Best practices and mark a copy to concerned examination body for uploading on portal and future reference.

**AFTER PRACTICAL EXAMINATION**

- Update Internal and External practical marks in the concerned examination body website as per mentioned the date in the academic calendar.

## **INSTRUCTIONS TO THE STUDENT TRAINEES**

### **BEFORE EXAMINATION**

- Collect hall tickets well in advance. Make sure that all details are correct.
- Get ready with lesson plans and practical records.
- Keep all records ready.

### **DURING PRACTICAL EXAMINATION**

- Enter the Examination Hall with hall ticket.
- Display all records and TLM for Practical Evaluation.
- Wait for your turn and undertake practical exam in discipline with best efforts.

## STANDARD OPERATING PROCEDURE (SOP) FOR EVALUATION OF ANSWER SHEETS

### BEFORE EVALUATION

1. Before start of evaluation, date wise, Institute wise attendance sheet segregation shall be done.
2. Verify the answer booklets along with the attendance sheet.
3. Segregate answer booklets according to Subject Code.
4. Segregate answer booklets according to Language (Hindi/English/Regional Language)
5. Examination body has created bundle number for answer booklet packages. (Includes subject code and Language preference)
6. Download the **Bundle Number, Reference Number and the Foil Sheet** from the concerned examination body website.
7. Pack the bundles into 25 answer booklets as per given the bundle numbers and reference numbers downloaded in **sequence**. (Subject wise /Language wise)
8. Write the reference number in answer booklet at the top right corner of sheet.
9. Scan the barcodes using **Bar-code Scanner** for part A (if needed) and detach the part A section from the main answer scripts.
10. Keep 25 pieces of part A in the given **Part A envelop**.
11. Keep 25 answer booklets in a bundle along with one foil sheet.  
**Note: The reference number given in the answer booklets will remain same as in the foil sheet.**
12. Make sure that the bundle number as Part-A, Part-B and envelop of Answer booklets remains same.

### DURING EVALUATION

1. Evaluation in-charge will engage fully qualified evaluators, Support staff and Technical staff as per need with prior approval of NBER, RCI, New Delhi.
2. The Evaluation in-charge has to maintain a separate register for entering the details such as bundle number, subject code and signature of the evaluator.
3. Give only one bundle initially (25 answer booklets along with foil sheet) for evaluation to each evaluator.
4. Each Evaluator will receive a maximum of 80 answer booklets per day for evaluation.
5. Evaluator will enter the marks for each question in the answer booklet (against the question numbers in the part B section).
6. Evaluator will calculate the total marks and enter the same at the part B section and shade the appropriate circle (against numbers).
7. Check and verify the marks from the answer booklet along with the foil sheet (total marks page wise and grand total).
8. If there is any variation, corrections can be made accordingly with approval of the

evaluator.

9. Evaluation in-charge will detach part B section from the answer sheets and pack it in separate bundle.
10. Evaluation in-charge will hand over the foil sheet to the technical staff.
11. Technical staff as well as evaluator will enter the marks in the official website of concerned examination body using user ID and password.
12. User ID and Password will be sent to the evaluation in-charge from concerned examination body.

## **AFTER EVALUATION**

01. Evaluation in-charge will take the responsibility of sending Part A, Part B and the foil sheet to concerned examination body together as single parcel.
02. Examining Body will verify all the documents (theory and practical marks) and publish results on NBER, RCI, New Delhi website.
03. Evaluation center in-charge will submit Evaluator's claim and Evaluation Center expenses in the prescribed format with all supporting documents to concerned examination body.

**STANDARD OPERATING PROCEDURE (SOP) FOR THE TRAINING  
INSTITUTE FOR ONLINE ENROLMENT****STAGE-1****CENTRE INFORMATION**

Check the Web page and ensure that the information displayed is correct.

1. In case of any need for updating/correction, email to concerned examination body from the Institute official email to make necessary changes.
2. The Institute address/e-mail will be used to make correspondence either by email or post to dispatch the Statement of Marks and Certificates.
3. Concerned examination body shall not be responsible for any loss of postage made to the Institute address, communications made or non-receipt of student(s)' Statement of Marks/Certificates if the postal address given wrong.

**STAGE-2****RCI's CERTIFICATE OF APPROVAL**

1. Before uploading RCI's Certificate of approval, kindly ensure the following:
2. Scan the RCI's Certificate of approval (Intake capacity of students-course wise), concerned examination body will accept only single merged pdf file.
3. Attach only clear scanned copy.
4. Specification of the scanned copy should be in pdf or jpg format and the File size should less than 5 MB.
5. Choose the course and enter the maximum intake capacity of candidates and upload the scanned copy of RCI certificate of approval against the course selected.
6. Information submitted through online against each course is verified by concerned examination body. After verification and approval, the link for entering the details of RCI approved Candidate(s) will be activated.
7. Verification remarks will be displayed in concerned examination body web portal.



### **STAGE-3**

#### **INCIDENTAL CHARGES**

- Payment of Incidental Charges for the respective session to account of NBER, RCI, New Delhi should be made in the form of Course-wise and Year-wise.
- Payment should be made only by Online Payment Gateway.
- Remit pending payments of incidental charges immediately if there is any due.

### **STAGE-4**

#### **CANDIDATE'S DETAIL**

- Candidate Name, Father's Name, Date of Birth entered must match with 10<sup>th</sup> and 12<sup>th</sup> standard Certificates. The same information will be used for printing the Statement of Marks and Diploma Certificate. Candidates are advised to take utmost care while completing the above information's.
- Candidates who prefer to add any prefixes before their names should be uploaded with the appropriate supportive documents.
- If there is any change in the name, necessary proof should be produced for making corrections.
- Proof of date of birth from 10<sup>th</sup> Standard mark sheet, only will be accepted. The scanned copy of the same should be uploaded in the website. The date of birth-format should be in the form of DD/MM/YYYY.
- For the purpose of verification and percentage calculations, 12<sup>th</sup> standard/equivalent examination marks will be taken into account. The scanned copy of the same should be uploaded.
- In case of any claim for relaxation in marks, the copy of Authorized Letter or the State Norms should be submitted along with attestation from the Head of the Institute.
- Percentage of marks required for admission in Diploma / Certificate Courses will be 50% for General category and 45% for Other Backward Category and 40% for Scheduled Caste, Scheduled Tribe and Differently able persons. Forgetting relaxation in marks for the above categories, copy of the Community Certificate /Certificate on Disabilities should be uploaded.

- Use only Colour Passport size photograph (clear) for uploading.
- The File size of the softcopy must be less than 1MB and it should be in the form of jpg/jpeg/png format.
- Please ensure the passport size photograph must be coloured with plain background.
- Photograph should not have any stamping, written text(s), staple dorsal side photos. Same photograph will be used for printing the Diploma/Certificates
- Before submission through online portal, make sure that you should save the profile and take a print for your reference.
- Make sure that the candidates should provide valid mobile number and valid email ID and the same will be used for verifications and for further correspondence.
- After submitting the details of the Candidates, the Course Coordinators are requested to download the copy of the same and get self-attestation from the candidates to ensure that the correctness of the data submitted for the allotment of Enrolment number.
- At the time of verification, concerned examination body will send the alert message to the candidate (If there is any discrepancy).

## **STAGE-5**

### **ENROLMENT FEE**

- Enrolment fee should be paid only through online payment Gateway system. Rejected candidates from the Enrolment process may not be eligible to claim for refund of the payments made.
- Enrolment number will be generated only after verifications for the eligible candidates from the final list issued by NBER, RCI, New Delhi to concerned examination bodies. Concerned examination bodies must ensure the admission eligibility criteria before generating the Enrolment numbers.

## **STAGE-6**

### **PAYMENT ACKNOWLEDGEMENT**

Attach the copy of the acknowledgement slip of payments made in respect of Enrolment number and posted to concerned examination bodies.

**STANDARD OPERATING PROCEDURE (SOP) FOR CONVOCATION**

1. Convocation Ceremony requires complete decorum. Awardees and students must sit only at the allotted seat in the convocation hall. Photography is allowed.
2. During the function, awardees and students shall move out of their seats only when their name is called for receiving the award. On being called for receiving the certificate, the awardees and students should reach the stage and walk to the dais from one end in a dignified and orderly fashion in sequence of their names called to receive his/her certificate and come back to his/allocated allotted seat from the other end of the dais in an orderly sequential fashion.
3. Protocol for VIPs shall be followed in accordance with the Government guidelines.
4. Bring one photo ID proof to the convocation hall.
5. Awardees and students must come to the venue wearing the specified Indian or respective state's traditional attire/dress
6. While entering the convocation venue the awardees and students must register at the registration counter.
7. The guests and family members of the awardees and students /official invitees / media persons shall occupy their seats only in prescribed area.
8. Seats shall be occupied by the members/students & their accompanying guests/family members 20 minutes before the start of function.
9. The audience present in the Ceremony shall stand up at the following occasions:
  - a. At the time when the academic procession enters the hall and till they take their seats
  - b. At the time of the Invocation (Saraswati/Ganesha Vandana),
  - c. At the time of the national anthem and
  - d. at the time when the academic procession departs and leaves the hall.
10. Members are also required to stand up at the time administering of the "Oath".
11. During the function mobile phones should be kept switched off.
12. Audience shall not leave the hall before the completion of the ceremony. They should move from their seats only after the academic procession departs and leaves the hall.
13. Members and students are allowed to participate in the Convocation subject to confirming his / her participation.
14. The awardees members and students shall make travel and stay arrangement on their own unless mentioned in the invitation explicitly.
15. Each participant shall be allowed maximum of two accompanying family members/guests at the convocation ceremony.

16. No person shall be allowed to attend the Convocation as a representative of the awardee. If an awardee abstains from attending the Convocation, his/her original certificate will be sent by post at the mailing address registered in the records of the Institute.

**(a) DUTIES OF THE CENTRE SUPERINTENDENT (CS)**

1. The Centre Superintendent (CS) is responsible for the smooth conduct of the examinations.
2. The CS shall report one hour in advance to the commencement of the examinations on all the days of the examinations.
3. The CS and the CLO will take the responsibility for the safe custody of the answer sheets, before and after the examinations.
4. The CS shall coordinate with the CLO to make seating arrangements with register number for all the candidates.
5. The CS along with the CLO shall distribute required number of answer sheets to the Invigilator 15 minutes in advance before the commencement of examination.
6. At the time of Theory Examination:
  - Candidates reporting 30 minutes after the commencement of the examination may not be allowed into the examination hall.
  - No student shall be allowed to leave the examination hall one hour before the closure of examination.
  - The CS shall ensure that the invigilator collects all the answer sheets after examination and arranges in the ascending order (Registration number).
  - The answer sheets are to be packed with clear specifications of the language, course, subject, subject-code on the front page of the cover and the sent to the Nodal officer of the respective state on the same day.
  - Translated and printed question paper along with the Attendance sheets is to be enclosed with the respective answer sheets in a separate cover.
  - Answer sheets to be sent to identify evaluation centre.
7. The CS shall approve the scribe request of any candidate possessing the scribe approval certificate from concerned examination bodies as per the OM issued by DEPwD vide OM. F. N. 34-02/2015-DD-III dated 29th August, 2018 and corrigendum dated 08.02.2019 & F.No.29-6/2019-DDIII dt: 10.08.2022).
  - Scribe approval shall be issued by respective Examining Body.
  - The students writing the examination assisted by the scribes are permitted extra-time of 20 minutes per hour.
8. The CS shall ensure that CLO returns the unused answer books to concerned examination bodies after the completion of all examinations.
9. The CS may seek local police assistance in case of any unforeseen incidents.
10. The CS has to identify required number of Invigilator, Support Staff, and Housekeeping in proportionate to the number of students.
11. The CS has to arrange enough infrastructures such as furniture (table, chair for students & CLO) drinking water, hygiene, rest room, and

electricity during the examination.

12. Reimbursement of honorarium to CS/CLO will be paid by the identified TTI's upon submission of claim Form and Receipt.

### **(b) DUTIES OF INVIGILATOR**

The invigilator is required to report to the Centre Superintendent (CS) 45 minutes in advance before the commencement of the examination.

1. Allow the candidates into the examination hall 30 minutes prior to the commencement of the examination.
2. Candidates are not allowed to carry hall with mobile phones, any other gadget/device/objects like electronic watches with memory, logarithmic / mathematical / statistical / scientific tables, calculators, laptop computers, personal stereo systems, walkie-talkie sets / Bluetooth device, paging devices or any other reading materials.
3. Check the Registration number of the candidates and direct them to the respective seats.
4. Distribute the Answer booklet to the candidates 10 minutes in advance to the commencement of examination.
5. Candidates to read "Instructions Printed" in the Answer Booklets (prior to the commencement of the examination).
6. Inform the candidates to complete all the details in the front page of the answer book (Both written & shading).
7. Distribute the question papers immediately after the bell. Give instruction to the student's not to write anything on the question paper other than their registration number.
8. Check all the details of the front page (Course Code, Subject Code, Date of Exam, Session, Exam Centre Code, study centre code, Zone Code, registration number, signature of the candidate in the answer book) and put your signature in the space provided.
9. Check the identity card and the hall ticket before allowing the student to sign in attendance sheet.
10. Collect the attendance and signature from the candidates during the first hour of the examination. Note down the Registration number of the absentees as "ABSENT" in the attendance sheet.
11. Candidate may not be allowed into the examination hall 30 minutes after commencement of the examination.
12. Collect the Answer booklets of absentees and mark the same on the attendance sheet.
13. Report the registration number of the absentees to the CLO and return unused answer booklets and question papers.
14. Report malpractice cases (if any) to CLO immediately.
15. Never give any clarification/guidance/discussions regarding the content of questions given.
16. Refer to the Centre Superintendent and CLO, in case of any doubts raised

- by the candidate. Candidates may be allowed to use a blank sheet to make a representation in writing regarding the questions / question paper and the same may be forwarded to the concerned examination bodies.
17. Under any circumstances or for any reasons the Invigilator shall not leave the Examination Hall before the end of the examination.
  18. Collect the answer sheets from all the candidates immediately after the final bell and cross check with the attendance sheet.
  19. Arrange the answer sheets in ascending order of their registration number and submit it to the Centre Superintendent along with the attendance sheet.
  20. The Invigilator will not take up the assignment, in case if he / she have any personal relationship with any candidates appearing the examination.
  21. Candidates with the assistance of the Scribe provide extra time (20 minutes per hour).

### **(c) DUTIES OF CENTRAL LEVEL OBSERVER (CLO)**

1. The CLO shall be present at the examination centre one hour prior to the commencement of the examination.
2. CLO shall contact the Centre Superintendent and inspect the centre and make sure that the seating arrangements are satisfactory.
3. CLO shall download the question papers in the presence of Centre Superintendent from the concerned examination bodies' website using the password given by concerned examination bodies.
4. CLO shall assist and supervise the translation of question papers to regional languages if necessary.
5. CLO shall ensure that all the invigilators are discharging their duties properly with good governance. In the event of the detection of cases of malpractice, he/she shall sign all documents, along with the Centre Superintendent.
6. The CLO shall be present in the centre throughout the examination. Under any circumstance he/she shall not leave the premises of the centre while examination is in progress.
7. CLO shall ensure all the entries in the front page such as the, registration number, registration number in words, course, course code, subject, subject code and date of the examination are entered.
8. CLO along with CS shall monitor the packing and sealing of answer sheets by the Assistant.
9. CLO shall not accept the assignment, if his/her relatives are the candidates appearing for that examination at the allotted exam Centre.
10. Candidates writing the examination assisted by the scribes are permitted a n extra time of maximum 20 minutes duration per hours.
11. Everyday sealed answered script to be sent to the identified valuation centre. Evaluation centre will be sent before the commencement of the examinations.
12. Daily report along with attendance sheet to be sent concerned

examination bodies.

13. CLO& CS shall ensure that the invigilators collect the entire Answer sheets after examination and arrange it in ascending order.
14. CLO& CS along with the assistant pack the same with clear specification of Language, Course, Subject, and Subject Code on the front page of the cover.
15. Ensure all the student trainees enter the examination hall before 9.30 am in forenoon session and 1.30 pm in Afternoon session.



**(a) PROFORMA FOR DECLARATION OF CONFIDENTIALITY BY CENTRESUPRINTENDENT (CS)**

I .....hereby declare that I shall maintain confidentiality with regard to conduct of RCI, New Delhi recognized Diploma /Certificate Examinations as per the guidelines given by the NBER, RCI New Delhi. In this regard, I solemnly take oath to conduct the examination as per the guidelines given by NBER, RCI, New Delhi.

Date:

Signature

Name &amp; Designation:

WhatsApp/Mobile no. :

Email-ID (Mandatory) :

Address :

**CENTRESUPRINTENDENT CONSENT LETTER FOR CONDUCT OF EXAMINATIONS**

I.....hereby endorse my consent to take charges and the duties of the CS at the following examination centre.

<b>Name and Address of the Examination Centre</b>	<b>Examination Centre Code</b>

I have gone through all the duties and responsibilities of CS and I will follow it meticulously at the above examination centre. I assure that I will conduct the examination assigned to me with extreme care and attention. In addition to this, I will send the daily report and attendance copy to the concerned Examining Body by E- mail.

Name &amp; Signature of CS

**(b)PROFORMA FOR DECLARATION OF CONFIDENTIALITY BY THE CENTRAL LEVEL OBSERVER (CLO)**

I .....hereby declare that I shall maintain confidentiality with regard to conduct of recognized Diploma/Certificate Examinations as per the guidelines given by the NBER, RCI, New Delhi.

Date :

Signature:

Name :

Designation:

Whatsapp/Mobile No. :

Email-ID (Mandatory) :

Address:

**CLO CONSENT LETTER FOREXAMINATION**

I .....hereby endorse my consent to take charge and the duties of the Centre Level Observer (CLO) at the following examination centre.

Examination Centre Code	Name and Address of the Examination Centre

I have gone through all the duties of CLO and I will follow it meticulously at the above examination centre. I assure that I will conduct the examination assigned to me with extreme care and attention. In addition to this, I will send the daily report and attendance sheet.

I also declare that the said officer is not a relative / owner of TTIs or student trainee for the above said examinations.

I am aware that any act of willful dishonesty will lead to suitable action / legal action as per the Scheme of Examinations 2023, NBER, RCI, New Delhi.

Date:

Signature:

Name:

Designation:

Whatsapp/Mobile No.:

Email-ID (Mandatory):

Address:

**(c)      CONSENT FORM FOR EVALUATOR**

I \_\_\_\_\_ working as \_\_\_\_\_ at Institute/  
College / University \_\_\_\_\_address\_\_\_\_\_ and having  
\_\_\_ years of experience in teaching Diploma/Certificate teacher training  
courses.

I have gone through the terms and condition of the Evaluator set by  
NBER, RCI, New Delhi and willing to contribute as an evaluator for  
Examinations at the evaluation centre.

I hereby declare that the details given by me regarding my candidature  
are true with the best of my knowledge and if, there is any discrepancy  
found, my candidature may stand cancelled for the said evaluations.

Name:

Designation:

Qualification:

CRR No:

WhatsApp/Mobile no.:

Email-ID (Mandatory):

Address:

**(d) EVALUATOR REGISTRATION FORM**

**Evaluation Centre Code:**

**Date:**

S.No	Particulars	Details	
1	Name		
2	Qualification		
3	Designation		
4	Address		
5	Contact Number		
6	Present working Place and Address		
7	Working Experience		
8	PAN	Adhaar No.:	

**NEFT DETAILS (BANK PASSBOOK FRONT PAGE SHOULD BE ATTACHED)**

1	Name of the Evaluator (Account Holder)	
2	Account Number	
3	IFSC Code	
4	Name of the Bank & Branch	

Signature of the Evaluator

### **GUIDELINES REGARDING SUBMISSION OF ONLINE EXAMINATION FORM BY THE STUDENTS (CANDIDATES)**

All individual candidate applications must be completed online. This process is applicable for all future final and re-sitting examinations. The deadline for completing forms as prescribed in the circular.

1. The guidelines have to be read by the course coordinator before filling up the application and making payment for examination.
2. The course coordinator has to login to the website of concerned examination body using the ID and password which has been assigned to you.

#### **How to fill up the examination application form:**

1. After login, please click on “Exam Application” link on the right menu for filling up the application.
2. After clicking on “Exam Application” you can select the “Term-2”
3. You select the language now and click or select the subjects.
4. If you click “Apply”, all the subjects of that respective student (theory and practical) will be shown “applied”.
5. Click on Exam applications detail button to download the PDF online exam application details for respective exam.
6. If you want to cancel or delete any subject(s), you can contact to concerned examination body.

#### **Total fee calculation:**

1. For regular and Back-paper (Supplementary) Rs.100/-per paper each Theory and Practical will be charged.
2. Payments can be done to concerned examination body’s bank account for course wise and batch-wise on or before the mentioned date as applicable and indicated in Para E.6 of this document.
3. The acknowledgement form should be filled up with bank UTR number and the copy of the acknowledgement slip / form should send to respective examination body.

#### **How to make payment:**

After filling up all the students’ examination application, the course coordinator has to pay the examination fee through NEFT/RTGS for separately all the courses to bank account. The details of the respective concerned examination body bank account is given below:

<b>Nature of Deposit</b>	
(a) Account Holder’s Name	
(b) Name of the Bank	
(c) Address of the Bank	

(d) Account Number	
(e) Type of Account	
(f) IFSC Code	

**F.No.29-6/2019-DD-III**

Government of India

Ministry of Social Justice and Empowerment

Department of Empowerment of Persons with Disabilities

(Divyangjan)

Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi – 110003

Dated:10th August,2022

**Office Memorandum**

**Subject: Guidelines for conducting written examination for persons with specified disabilities 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**

1. The undersigned is directed to say that this Department has issued guidelines for conducting written examination for persons with benchmark disabilities (i.e. with 40% or more disability, for whom the benefit of reservation in Government posts are allowed) on 29.08.2018 and corrigendum dated 08.02.2019 which inter-alia, provides for grant of scribe and compensatory time. Hon'ble Supreme Court in its order dated 11.02.2021 in the matter of Shri Vikash Kumar Vs UPSC and others has directed this Department frame proper guidelines which would regulate and facilitate the grant of a facility of a scribe to persons 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. These guidelines should also prescribe appropriate norms to ensure that condition of the candidate is duly certified by such competent medical authority as may be prescribed so as to ensure that only genuine candidates in need of the facility are able to avail it.

2. Keeping in view the above order of the Hon'ble Supreme Court, an Expert Committee was constituted to consider the issue and suggest guidelines accordingly. The Committee noted that there are various types of clinical problems that can affect the writing capacity. After careful consideration of the matter, the Committee recommended that sole criteria for grant of scribe and compensatory time should be based on assessment of the capability of a person to write.

3. The Committee accordingly recommended the following guidelines for conducting written examination for persons with specified disabilities 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: -

(a) These guidelines may be called as Guidelines for conducting written examination for persons with specified disabilities 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.

(b) The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per perform at Appendix-I.

(c) The medical authority for the purpose of certification as mentioned in point (b) above should be a multi member authority comprising the following:-

- i. Chief Medical officer/Civil Surgeon/Chief District Medical Officer  
..... Chairperson
- ii. Orthopaedic/PMR specialist
- iii. Neurologist, if available\*
- iv. Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/Special Educator
- v. Occupational therapist, if available\*
- vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

(\*the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District)"

(d) The candidate should have the discretion of opting for his own scribe or request the Examination Body for the same. The examination body may also identify the scribe to make panels at the District/Division/State level as per the requirements of the examination. In later instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

(e) In case the examination body provides the scribe, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix-II.

(f) There should also be flexibility in accommodating any change in



scribes in case of emergency. The candidates should also be allowed to take different scribe for writing different papers especially for languages. However, there can be only one scribe subject.

(g) The candidate should be allowed to use aids and assistive devices such as prosthetics & orthotics, hearing aid as mentioned in Para 2 of the certificate issued by medical authority as per Appendix-I.

(h) Compensatory time not less than 20 minutes per hour of the examination should be allowed for persons who are eligible for getting scribe.

(i) In case the duration of the examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.

(j) The examination bodies shall modify their application forms to incorporate specific needs of this category of persons. In case, any incident has been reported after filling up the form, the examination bodies shall inform the candidates to obtain medical certificate as per these guidelines for facilitating grant of scribe and/or compensatory time.

(k) As far as possible the examination for such persons may be held at ground floor. The examination centres should be accessible for persons with disabilities.

(l) These guidelines are applicable to written examinations conducted by central recruitment agencies as well as academic institutions. The States/UTs may adopt these guidelines or issue similar guidelines to maintain uniformity.

(m) These guidelines are independent of the Guidelines for conducting written examination for persons with benchmark disabilities issued by the Department of Empowerment of Persons with Disabilities on 29.08.2018.

(n) The examining bodies shall ensure strict vigilance to check misuse of facility of scribe.

4. All the recruitment agencies, Academics/Examination Bodies etc. Under the administrative control of each Ministry/Department may be advised appropriately to ensure compliance of implementing these guidelines.

5. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

**-Sd. /-**

**(Mrityunjay Jha)**

Deputy Secretary to the Government of India

Tel. No. 24369045

To

1. Secretary of all Ministries/Departments
2. Secretary, UPSC, Shahjahan road, New Delhi.
3. Chairman, SSC, BlockNo.12, CGOComplex, Lodhi road, NewDelhi-110003
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy of information to: CCPD, 5th Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

## Appendix-I

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, as per on 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 require 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 up to (it is valid for maximum period of six months so less as may be certified by the medical authority)

### Signature of Medical Authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PM R 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:

Letter of Undertaking by the 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

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

1. I do hereby state the \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

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**ADDRESSES AND CONTACT DETAILS OF EXAMINATION BODIES**

**National Board of Examination in Rehabilitation (NBER)**

(An Adjunct Body of Rehabilitation Council of India)

B-22, Qutub Institutional Area, New Delhi-110016

Email - nberrci-depwd@gov.in, Website:-www.rehabcouncil.nic.in

**Examination Bodies:**

1. National Institute for Empowerment of Persons with Multiple Disabilities, East Coast, Muttukadu, Kancheepuram Dist., Kovalam Post, Tamilnadu – 603112
2. Ali Yavar Jung National Institute of Speech and Hearing Disabilities (Divyangjan), Kishenchand Marg, Bandra (W), Mumbai-400050, Maharashtra
3. National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan), Rajpur Road, Dehradun, Dehradun, Uttarakhand - 248001