



GUIDELINES REGARDING PERSONS WITH DISABILITIES USING SERVICES OF SCRIBE

The facility of Scribe / Reader would be allowed to Visually Impaired (VI), Orthopedically Challenged (OC) and candidates suffering from autism, intellectual disability, specific learning disability and mental illness who have disability of 40 % or more if so desired by the person. The facility of scribe is meant for only those candidates with disabilities who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- Please ensure that you are eligible to use the services of scribe as per Govt. of India guidelines governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/ her own scribe at his/ her own cost and the scribe can be from any academic discipline.
- Both, candidate as well as scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe. Further, in case it later transpires that the candidate/scribe has suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the test/ examination.
- Candidates with disability who have physical limitation to write including that of speed shall be allowed compensatory time of 20 minutes per hour of the examination whether availing the facility of scribe or not.
- Any candidate who is not eligible to use scribe as per the guidelines referred to above, but uses scribe in the examination shall be disqualified/debarred from certification. Any candidate who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the above guidelines. Any candidate using scribe in violation of the above guidelines shall stand disqualified and can be expelled from exam without notice, if has already attempting / attempted the exam.

In Computer Proficiency test of Multiple Choice Questions (MCQ), scribe can only read the Questions and Options available. If Scribe is found to be involved in any cheating, providing answers or any malicious activity will lead applicant to be disqualified/debarred from the exam. In the test of Typing, scribe can read the content to be typed and can also inform the applicant for the correctness of the typed content, visible on the assessment screen.

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

DECLARATION

We, the undersigned, Shri/Smt./Kum. _____ is an **eligible candidate** for CPCT Examination and I am scheduled for the exam at _____ to be held on __ / __ / ____ and Shri/Smt./Kum. _____ is an **eligible writer (scribe)** for the eligible candidate, do hereby declare that: -

1. (i) The scribe is identified by the candidate at own cost and as per own choice.
(ii) The candidate is Visually Impaired or Orthopedically Challenged or autistic or intellectual disable or suffering from specific learning disability or suffering from mental illness who has physical limitation to write including that of speed and he/she needs a writer (scribe) as permissible under the Government of India rules for conducting written examination for Persons with Disabilities.
2. (a) Visually Impaired or Orthopedically Challenged or Autistic or Intellectual disable or suffering from specific learning disability or suffering from mental illness candidates who have physical limitation to write



COMPUTER PROFICIENCY CERTIFICATION TEST (CPCT)

(Madhya Pradesh Agency for Promotion of Information Technology)

including that of speed shall be allowed compensatory time of 20 minutes per hour of the examination whether availing the facility of scribe or not.

(b) In the test of Computer Proficiency the Multiple Choice Questions (MCQ), scribe can only read the Questions and Options available. If Scribe is found to be involved in any cheating, selecting answers or any malicious activity will lead applicant to be disqualified/debarred from the exam. In the test of typing, scribe can read the content to be typed and can also inform the applicant for the correctness of the typed content, visible on the assessment screen.

- In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the invigilator that there was/is necessity for use of a scribe as he/she has physical limitation to write including that of speed by the disabilities as mentioned in Paragraph 1.
- The disability certificate issued by the competent medical authority is attached herewith.
- 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 examination that we do not fulfill 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 will stand cancelled, irrespective of the result of the online test(s). If any of these shortcomings is/are detected even after the candidate's result declaration, his/her score card is liable to be cancelled. In such circumstances, both signatories will be liable to criminal prosecution.
- I, _____ (Scribe), am not a candidate for this exam.

(Name of Scribe)

Given under our signature and contact details:-

	SCRIBE	CANDIDATE
	Signature:	Signature:
	Name:	Name:
	Address:	Address:
Photo of the Scribe	Mobile No.:	Mobile No.:
Exam Centre:		Exam Date :

(Date, Name & Signature of Invigilator)

NOTE: The Scan copy of all the required documents (ID Proof of applicant & Scribe, Scribe Format, Eligibility documents) must be mailed to MAPIT at cpct.mp@mapit.gov.in with a subject line in the e-mail stating as

“Documents_Disabilities_EXAMDATE_EXAMCITY” on or before the last date of online submission of application form.

The Hard copy of all the required documents (ID Proof of applicant & Scribe, Scribe Format-in Original, Eligibility documents etc.) will also be collected and verified during exam day. Failing such, the candidate will be disqualified from the exam.