



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)563/P/DRQ/Genl.

प्रधान कार्यालय/Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/ Chennai - 600 003
दि./ Dated: 17-10-2013

पी वी सी सं/ PBC No. 125 / 2013

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Wokshops / other Units, etc.,
(As per mailing list -'A')

विषय/Sub: Recruitment of persons with disabilities from open market
- regarding.

A copy of Railway Board's letter No.E(NG)II/2006/RC-2/13 dated
25-09-2013 on the above subject is enclosed for information, guidance and
necessary action.

Copy of Railway Board's letter dated 17-09-2007, 18-02-2011 & 27-04-
2012 referred therein is enclosed for ready reference.

(V.SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
कृते मुख्य कार्मिक अधिकारी
For Chief Personnel Officer

संलग्न/Encl: as above

प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy/ AIOBCREA
The Genl Secy/NFIR



**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

E(NG)II/2006/RC-2/13

New Delhi, dated 25.09.2013

The General Manager (P),
All Zonal Railways/PUs,
Chairman/RRBs & RRCs.

Sub:- Recruitment of Persons with disabilities from open market – regarding.

Attention is invited to this Ministry's letters of even number dated 17/9/2007, 18/2/2011 and 27/4/2012, regarding guidelines for providing concessions/facilities including scribes to persons with disabilities (PWDs), while conducting examination for their recruitment from open market. It has come to the notice of this Ministry that the said guidelines are not being followed properly, resulting in undue hardship to PWDs.

The matter has been viewed seriously by this Ministry. Accordingly, it is directed that instructions ibid are strictly adhered to while conducting open market recruitment.

Further, scrutiny of applications etc. of PWDs should be done sensitively to accommodate the needs of such candidates on case to case basis. Also, posts identified suitable for PWDs as stipulated in Board's letter No. E(NG)II/2009/RC-2/5 List dated 27/8/2009 should be notified as per the sub-category of disability, viz., LV, B, OAL/ OL etc..

4259/13
(Harsha Dass)
Director Estt. (N)II
Railway Board)

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(NG)II/2006/RC-2/13

New Delhi, dated 17.9.2007

The General Manager(P),
All Indian Railways/PUs,

Chairman,
All Railway Recruitment Boards.

Sub: Guidelines for providing various concessions/facilities including scribes to persons with disabilities while conducting examination for their recruitment against 3% quota and issuing of Physically Handicapped Certificate.

Instructions contained in this Ministry's letter No. E(NG)II-2006/RC-2/11 dated 21.6.2007 stipulate that Direct Recruitment to Group 'C' and Group 'D' posts from the Open Market against 3% posts reserved for Physically Handicapped (PH) will be done by Railway Recruitment Boards and Zonal Railway Recruitment Cells respectively through a common examination held for filling up reserved as well as unreserved vacancies. In the workshop held on 25.6.2007 in Railway Board, the issues relating to recruitment against such quota including provision of SCRIBES and other facilities to physically handicapped candidates appearing in such examinations were deliberated upon.

2. Pursuant to discussion in the workshop Ministry of Railways (Railway Board) have considered the matter further and decided the following:

- (i) Examination centers for Physically Handicapped candidates be chosen and designated in such a way that they are disabled friendly having the facilities of ramp etc. Seating arrangement for Physically Handicapped candidates in general and for Visually Handicapped (VH) candidates in particular may preferably be made on the ground floor of such centers. Besides, seating arrangement for VH candidate may be made in such a way that only five or six candidates in a room i.e. one candidate in each corner and one or two in the center of the room, can be accommodated.

(ii) Visually impaired Candidates/those candidates whose writing speed is affected by Cerebral palsy can avail the assistance of **Scribe** for writing answers on their behalf. For this purpose they will have to suitably inform the recruiting agency in advance as per (d) below. In all such cases engagement of **Scribes** will be subject to the following conditions:

(a) The candidates will have to arrange their own **Scribes** at their own cost during the examination. Separate Admit Cards be issued to the **Scribes** accompanying the visually handicapped candidates. Admit card should contain the particulars and photograph of the Scribe duly signed by him/her. The invigilators on duty will verify the identity of Scribe with photo & particulars printed on Admit card issued to Scribe.

(b) The academic qualification of the SCRIBE should be one grade below the qualification prescribed for the post for which recruitment is being made.

(c) The SCRIBE can be from any academic discipline if the recruitment is for general post. If the recruitment is for a specialist post, he/she should be from a discipline different from that of the candidate. He/she should not have secured more than 60% marks in the qualification mentioned at (b) above.

(d) The candidates as well as the **Scribe** will have to give a suitable undertaking (enclosed Proforma as annexure-I) confirming that the **Scribe** fulfills all the stipulated eligibility criteria for a **Scribe** as mentioned above. In case it transpires later that he/she did not fulfill any of the laid down eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination. The Visually Handicapped candidate shall be responsible for any misconduct on the part of scribe brought by him/her. The undertaking, as given in the enclosed proforma at annexure-I, should be submitted by the Visually Handicapped candidate alongwith his/her application form.

(e) Candidates availing the assistance of a **Scribe** shall be eligible for extra time of 20 minutes for every hour of the examination.

2.1 The VH candidates opting to avail the assistance of **Scribes** be accommodated at one examination venue of the designated examination centers. The recruiting agency will not make available the question paper of the examination meant for VH candidates at examination center other than those designated for the purpose.

- 2.2 The **Scribe** will read out the questions to the candidates and on the candidate stating clearly answer against each question, the SCRIBE will write/indicate the same. An invigilator shall exclusively be posted with every VH candidate who have opted to avail the assistance of a **Scribe**. The invigilator shall have to sit along side the **Scribe** who will sit opposite the VH candidate so that conversation between the **Scribe** and VH candidate could be overheard by the Invigilator who shall ensure that only the answers spelt out by the candidate are written/indicated by the **Scribe** on the answer book.
- 2.3 The invigilator will ensure that the scribe makes no gesture, sounds or any other forms of communication designed to indicate to the candidate the correctness or otherwise of an answer being recorded by him. Any such attempt would entail disqualification of candidate and stringent action will be taken against both the candidate and the scribe.
- 2.4 Conversation between the candidate and the scribe should not disturb in any way the peace in the examination hall or the other candidates seated in the examination hall/room
- 2.5 The VH candidates may be allowed to use TAILOR FRAME AND BRAIL SLATE WITH PAPER for solving arithmetic problems and they will have to bring their own TAILOR FRAME AND BRAIL SLATE WITH PAPER in the examination hall. Partially blind candidates who are able to read normal Question Paper set for all the candidates and to write/indicate the answer with the help of Magnifying Glass may be allowed to use Magnifying Glass in the examination hall but they shall not be allowed the help of a SCRIBE. Such candidates may bring their own Magnifying Glass in the examination hall. However, they shall not be provided with the Question Paper meant for VH candidates who require the assistance of a **Scribe**. All one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as Visually Handicapped persons and the provision for engaging **Scribe** shall not be applicable to them.
3. Question paper for VH candidates will not have any component of map/graphs/statistical data or diagrams/figures/geometrical problems etc.
4. As regards requirement for Physically Handicapped Certificate, the following may be laid down:
- (i) The Disability Certificate be accepted which has been issued by a Medical Board duly constituted by the Central/State Government consisting of at least three members out of which at least one member has been/should be a specialist in the relevant field for assessing locomotor/cerebral/visual/hearing disability, as the case may be.

- (ii) The Certificate would be valid for a period of 5 years for those whose disability is 'Temporary'. The Medical Board shall indicate the period of validity of the Certificate where there are chances of variation in the degree of disability. For those with permanent disability the validity can be shown as 'Permanent'.

Please acknowledge the receipt.

(Mahavir Singh)
Director, Estt.(N)II
Railway Board.

ANNEXURE-I

EXAMINATION FOR RECRUITMENT FOR GROUP 'C'/GROUP 'D'
Particulars of the Scribe proposed to be engaged by the Candidate

Photograph
duly signed by
the scribe.

1. NAME AND ROLL NO. OF THE BLIND CANDIDATE _____
2. DATE OF BIRTH _____
3. CENTRE/SUBCENTRE OF EXAM _____

4. NAME OF THE SCRIBE _____
5. FATHER'S NAME OF SCRIBE _____
6. ADDRESS OF THE SCRIBE:
(a) PERMANENT ADDRESS _____
- (b) POSTAL ADDRESS _____

7. EDUCATIONAL QUALIFICATION OF THE SCRIBE _____
8. RELATIONSHIP, IF ANY, OF THE SCRIBE TO THE CANDIDATE _____

DECLARATION

We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/been read out the instructions of the Railway Recruitment Board/Railway Recruitment Cell regarding conduct of the visually challenged candidates/scribes at this examination and hereby undertake to abide by them.

(Signature of the candidate)

(Signature of the Scribe)

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

NO.E(NG)II/2006/RC-2/13

New Delhi, Dated 18.02.2011

**The General Manager (P)
All Zonal Railways/ Production Units etc.
All Chairman/RRBs.**

Sub: Guidelines for providing concessions/facilities including scribes to persons with disabilities while conducting examination for their recruitment from open market against 3% quota- regarding.

Attention is invited to this Ministry's letter of even number dated 17.09.2007 laying down detailed guidelines on the above subject. The matter has been reviewed by the Board and it has now been decided that the visually impaired applicants (who have opted for scribe) may be allowed one additional chance to change the scribe ~~ten~~ (10) days prior to the date of written examination by placing his/her request with the recruiting agency(ies) in writing, so that necessary formalities are completed in time. Even if due to certain unseen circumstances like postal delays etc., the communication between the recruiting agencies and applicants get affected, then these formalities be completed one day before at a centre decided and notified by the recruiting agencies.

Please acknowledge receipt.


(Harsha Dass)
Joint Director Estt.(N)II
Railway Board

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(NG)II/2006/RC-2/13

New Delhi, dated 27.4.2012


The General Manager(P),
All Zonal Railways/Pus,
Chairmen/RRBs.

Subject: Guidelines for providing concessions/facilities including scribes to persons with disabilities while conducting examination for their recruitment from open market against 3% quota-regarding.

Attention is invited to Para 2(ii)(c) of this Ministry's letter No. E(NG)II/2006/RC-2/13 dated 17.9.2007 on the above subject. The matter has been reviewed by the Board and it has accordingly been decided that the clause of 60% as mentioned in Para 2(ii)(c) of the letter ibid is deleted and may now be read as under:

"the scribe can be of any academic discipline if the recruitment is for general post. If the recruitment is for a specialized post, he/she should be from a discipline different from that of a candidate."

Please acknowledge receipt.


(RAVI SHEKHAR)
Dy. Director Estt. (N)II
Railway Board.