

પ્રતિ,

અધિક મુખ્ય સચિવશ્રી/અગ્ર સચિવશ્રી/ સચિવશ્રી,

(૧)ગૃહ વિભાગ,

(૨)નાણા વિભાગ,

(૩)ઉદ્યોગ અને ખાણ વિભાગ,

(૪)શહેરી વિકાસ અને શહેરી ગૃહ નિર્માણ વિભાગ,

(૫)બંદરો અને વાહન વ્યવહાર વિભાગ,

(૬)શિક્ષણ વિભાગ,

(૭)મહેસુલ વિભાગ,

(૮)વન અને પર્યાવરણ વિભાગ,

(૯) આરોગ્ય અને પરિવાર કલ્યાણ વિભાગ,

(૧૦)શ્રમ અને રોજગાર વિભાગ,

(૧૧)અન્ન, નાગરિક પુરવઠા અને ગ્રાહકીય બાબતોનો વિભાગ,

(૧૨)પંચાયત, ગ્રામ ગૃહ નિર્માણ અને ગ્રામ વિકાસ વિભાગ,

(૧૩)માહિતી અને પ્રસારણ વિભાગ,

(૧૪)સામાન્ય વહીવટ વિભાગ,

(૧૫)મહિલા અને બાળ વિકાસ વિભાગમ

(૧૬)નર્મદામ જળ સંપત્તિ, પાણી પુરવઠા અને કલ્પસર વિભાગ,

(૧૭)માર્ગ અને મકાન વિભાગ,

(૧૮)કલાયમેન્ટ ચેન્જ વિભાગ,

(૧૯)ઉર્જા અને પેટ્રોકેમિકલ્સ વિભાગ,

(૨૦)કૃષિ, ખેડૂત કલ્યાણ અને સહકાર વિભાગ,

(૨૧)આદિજાતિ વિકાસ વિભાગ,

(૨૨)રમતગમત, યુવા અને સાંસ્કૃતિક પ્રવૃત્તિઓનો વિભાગ.

(૨૩)કાયદા વિભાગ,

(૨૪)વૈધાનિક અને સંસદીય બાબતોનો વિભાગ,

(૨૫)વિજ્ઞાન અને પ્રૌદ્યોગિકી વિભાગ, સચિવાલય, ગાંધીનગર.

(૨૬)સચિવશ્રી, ગુજરાત જાહેર સેવા આયોગ, સેક્ટર-૧૦એ, ગાંધીનગર

(૨૭)સચિવશ્રી, ગુજરાત ગૌણ સેવા પસંદગી મંડળ, કર્મચોગી ભવન, સેક્ટર-૧૦એ, ગાંધીનગર

(૨૮)સચિવશ્રી, ગુજરાત પંચાયત સેવા પસંદગી બોર્ડ, સેક્ટર-૧૦એ, ગાંધીનગર.

(૨૯)કમિશનરશ્રી, વિકલાંગ વ્યક્તિઓના માટેના કમિશનરશ્રીની કચેરી,

બ્લોક નં.૧૬, ડૉ. જીવરાજ મહેતા ભવન, ગાંધીનગર.

(૩૦)નિયામકશ્રી, સામાજિક સુરક્ષા ખાતું,

બ્લોક નં.૧૬, ડૉ. જીવરાજ મહેતા ભવન, ગાંધીનગર.

વિષય:- બેન્યુમાર્ક ડીસેબીલીટી ધરાવતા વિકલાંગો (દિવ્યાંગો) માટે લેખિત  
પરીક્ષાના સંચાલન અંગેની ગાઈડલાઈન બાબત.

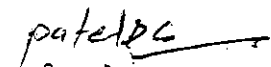
શ્રીમાન,

ઉપર્યુક્ત વિષય પરત્વેના દિવ્યાંગજન સશક્તિકરણ વિભાગના તા.૦૮.૧૧.૨૦૧૯ના પત્ર ક્રમાંક:-૦૫-૧૬/૨૦૧૯-DD-III ની નકલ આ સાથે સામેલ રાખતા જણાવવાનું કે, ભારત સરકારના સામાજિક ન્યાય અને અધિકારિતા મંત્રાલયના તા.૨૬.૦૨.૨૦૧૩ની ગાઈડલાઈનથી, વિકલાંગો (દિવ્યાંગો) માટે સમગ્ર દેશમાં લાગુ પડતી સર્વગ્રાહી (uniform) પોલીસી વિષયક ગાઈડલાઈન બહાર પાડવામાં આવેલ હતી. જેમાં સમગ્ર દેશમાં ખાસ કરીને સ્પર્ધાત્મક તથા શૈક્ષણિક પરીક્ષાઓ સાથે સંકળાયેલ કચેરીઓને અને ભારત સરકારના તમામ મંત્રાલયોને તેનું પાલન કરવાની સૂચનાઓ સામેલ હતી.

હવે, ભારત સરકાર દ્વારા ઉક્ત તા.૨૬.૦૨.૨૦૧૩ની ગાઈડલાઈનની જગ્યાએ તા.૨૯.૦૮.૨૦૧૮ના Office Memorandum F. No.34-02/2015-DD-IIIથી બેન્યુમાર્ક ડીસેબીલીટી ધરાવતા વિકલાંગો (દિવ્યાંગો) માટે લેખિત પરીક્ષાના સંચાલન અંગેની ગાઈડલાઈન, ૨૦૧૮ બહાર પાડવામાં આવેલ છે (નકલ સામેલ છે). આ ગાઈડલાઈન આ વિભાગના તા.૨૪/૦૬/૨૦૧૯ના સરખા ક્રમાંકના પત્રથી સર્વે વિભાગોને પરિપત્રિત કરવામાં આવેલ છે. ભારત સરકાર દ્વારા હવે તા.૦૮/૦૨/૨૦૧૯ના ઓફિસ મેમોરેન્ડમ ક્રમાંક:૩૪-૦૨/૨૦૧૫-DD-III(pt)થી ઉક્ત ગાઈડલાઈનમાં આંશિક સુધારો બહાર પાડવામાં આવેલ છે. જે ધ્યાને લેવા તથા ઉક્ત ગાઈડલાઈનની સૂચનાઓનું પાલન કરવા અને તે મુજબ પરીક્ષાના નિયમોમાં જરૂરી સુધારાઓ કરી લેવા, તેની બહોળી પ્રસિધ્ધિ કરવા અને આપના વિભાગ દ્વારા તથા આપના વિભાગની તાબાની તમામ કચેરીઓ દ્વારા વિકલાંગો (દિવ્યાંગો)ને તેનો સંપૂર્ણ લાભ મળે તે રીતે તેનું ચુસ્તરીતે પાલન થાય તેવી સૂચનાઓ આપવા વિનંતી છે.

આપનો વિશ્વાસુ,

૦/૨ બિડાણ:- ઉપર મુજબ.

  
(ડી. સી. પટેલ)

ઉપ સચિવ,

સામાજિક ન્યાય અને અધિકારિતા વિભાગ.

નકલ રવાના:-

- અંગત સચિવશ્રી, અગ્ર સચિવશ્રી (સા.ન્યા.), સા.ન્યા. અને અ.વિ., સચિવાલય, ગાંધીનગર.
- ✓ સર્વે શાખાઓ, સા.ન્યા. અને અ.વિ., સચિવાલય, ગાંધીનગર તરફ જાણ તેમજ જરૂરી કાર્યવાહી અર્થે.
- ✓ સેક્શન અધિકારીશ્રી, કોમ્પ્યુટર સેલ, સા.ન્યા. અને અ.વિ. - વિભાગની વેબસાઇટ પર મુકવાની વિનંતી રહ.



F.No 05-16/2019-DD-III

भारत सरकार / Government of India

दिव्यांगजन सशक्तिकरण विभाग

Department of Empowerment of Persons with Disabilities (Divyangjan)

सामाजिक न्याय और अधिकारिता विभाग/ Ministry of Social Justice & Empowerment

पाँचवा तल, बी विंग, पंडित दीनदयाल अंत्योदय भवन, सी जी ओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली -110003  
5<sup>th</sup> Floor, B Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003

Dated 8<sup>th</sup> Nov. 2019

To  
Principal Secretary  
Department of Social Welfare  
All States/UTs

**Subject: - Monitoring the progress of filling up of backlog vacancies reserved for PwDs and universalizing guidelines for conducting written examination- reg.**

Madam/Sir

I am directed to say that Rights for Persons with Disabilities Act, 2016 has come into force from 19.04.2019 replacing the Persons with Disabilities Act (Equal Opportunities, Protection of Rights and Full Participation) 1995. Sec 34 of the RPwD Act, 2016 provides that not less than 4% of the vacancies shall be reserved for Persons with Benchmark Disabilities (PwBDs) whereas the old PwD Act, 1995 envisaged not less than 3% reservation in vacancies for PwDs.


2. With a view to implement the provisions relating to reservation for PwBDs, it is essential to calculate the vacancies meant for PwDs in terms of the old 1995 Act upto the period 18.04.2017 and thereafter in terms of RPwD Act, 2016. State Govts/UT are, therefore, required to calculate the backlog vacancies for various categories of PwDs accordingly for recruitment.

3. Additionally, the Central Govt. has earlier issued Guidelines for conducting written examination for PwBDs on 26.02.2013 which has been revised on 29.09.2018 (to be read with corrigendum dated 8<sup>th</sup> Feb 2019) (copy enclosed). It has come to the notice that State Govts/UTs are adopting different set of guidelines for conducting written examination for PwDs. It would be appropriate for States/UTs to adopt uniform norms while conducting written examination so as to avoid any ambiguity.

4. The Central Advisory Board on Disability in its meeting held on 19.09.2019 discussed these two issues. As recommended by Central Advisory Board, you are requested to take appropriate measures and issue instructions to concerned authorities to:-

- a. Conduct special recruitment drive to fill up backlog vacancies meant for PwBDs in terms of the PwD Act 1995 for the period upto 18.04.2017 and in terms of the RPwD Act, 2016 for the period from 19.04.2017.
- b. Issue Guidelines for conducting written examination for PwBDs in line with Central Guidelines dated 29.09.2018 read with corrigendum dated 8<sup>th</sup> Feb 2019.

Yours faithfully

  
(KVS Rao)

Director

011- 24369054

Enclosed: As Above

F. No. 34-02/2015-DD-III  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Empowerment of of Persons with Disabilities (Divyangjan)

\*\*\*

Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi - 110003  
Dated: the 7<sup>th</sup> August, 2018

Office Memorandum

**Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities**

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD-III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPWD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD-III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such 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.

VI. In case the examining body provides the scribe/reader/lab assistant, 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/reader 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 persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe reader/tub assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.


XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. 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. Action taken in this regard may be intimated to this office.

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

Yours faithfully,

  
(D.K. Panda)

Under Secretary to the Government of India

Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-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 for information to: C.C.T.D. Sarejini Bhawan, Bhagwan Dass Road, New Delhi.



Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

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

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

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 and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

F. No. 34-02/2015-DD-III (pt)  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Empowerment of of Persons with Disabilities (Divyangjan)

\*\*\*

Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi - 110003  
Dated the 8<sup>th</sup> February, 2019

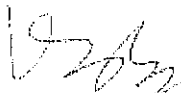
Corrigendum

**Sub:-** Guidelines for conducting written examination for Persons with Benchmark Disabilities

This Department's O.M. No.34-02/2015-DD-III dated 29/08/2018 prescribing the guidelines for conducting written examination for persons with disabilities is amended as under:

Para XII on page 3 of the above guidelines may be substituted with the following-

"The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe in terms of guidelines IV may be allowed additional time of minimum of one hour for examination of 3 hours duration whether they use the facility of scribe or not. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5<sup>77</sup>



(K.V.S. Rao)

Director

Tele. No. 24369054

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shalajahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-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