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**ARUNACHAL PRADESH PUBLIC SERVICE COMMISSION**

**DRAFT MANUAL FOR CONDUCT OF EXAMINATION: 2024**

## PREFACE

As an Autonomous Constitutional Body, the Arunachal Pradesh Public Service Commission (APPSC) attaches great importance to conducting all its examinations and interviews with efficiency, integrity, fairness and requisite transparency. The endeavour is to fully meet the expectations of the requisitioning department by providing them with the best available human resource on time. To ensure the integrity of its processes, the Commission has put in place several guidelines that it reviews periodically, to make them contemporary.

The Commission first formulated the Arunachal Pradesh Public Service Commission, Conduct of Examination Guidelines in 2012 and reviewed them in 2017. Since then, it has introduced several new measures in its processes. The system of online application, adoption of the UPSC pattern, addition of topics on 'Arunachal Pradesh' and 'North-East' in the syllabi for the conduct of the Arunachal Pradesh Public Service Combined Competitive Examination, are few such changes. Therefore, the Commission decided to review the previous guidelines to incorporate all such new aspects.

This document will be called "The Arunachal Pradesh Public Service Commission (APPSC) Manual for Conduct of Examination 2024" and will supersede all previous guidelines. The Commission has made this manual for its institutional functioning as an Autonomous Constitutional Body. Therefore, it is the sole authority to amend this, in time as necessary. As regards the interpretation of any aspect of this Manual, the Commission's decision shall be final.

The Chairman of the Commission may issue any further instructions for the conduct of its examinations. Any other aspect, not covered by this Manual, will be decided on by the Commission.

The Secretary or the Controller of Examination, with the approval of the Chairman, will be the Competent Authority to issue detailed instructions on all aspects connected with the Conduct of Examinations, provided such instructions follow this Manual.

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DRAFT

**ARUNACHAL PRADESH**  
**PUBLIC SERVICE COMMISSION**  
**ITANAGAR**

No. APPSC/Manual/2024

Dated 4th July, 2024

**MANUAL FOR CONDUCT OF EXAMINATION, 2024**

**I. Short Title  
& Commencement:**

- (a) This document will be called ‘The Arunachal Pradesh Public Service Commission (APPSC) Manual for Conduct of Examination 2024’.
- (b) This ‘Manual’ supersedes any previous guidelines/instructions on the headings covered under this manual and shall commence with effect from the date approved by the Commission.
- (c) Every officer and official including anyone directed/deputed/ordered/requisitioned for performing any function with regard to conducting any examinations of the Arunachal Pradesh Public Service Commission shall follow this manual and any other instructions issued by the Commission.
- (d) All matters/issues related to conduct of examination must be handled based on the principle of fair and transparent conduct of examination. with regards to the interpretation of any aspect of this manual, the Commission’s decision shall be final. Any other aspect, not covered by this manual, will be decided by the Commission. The Chairman may issue any further instructions for the conduct of examinations based on principles of fairness and accountability.

**II. Definitions:**

- (a) In this manual, unless the context otherwise requires, the “Commission”, “Chairman”, “Member,” “Secretary”, shall imply those persons under such designation as defined in “Arunachal Pradesh Public Service Commission Regulation, 1988” as amended from time to time.
- (b) **“Controller of Examination” (CoE):** means the Joint Secretary, Ex-Officio Controller of Examinations, or an officer so designated by the Commission to act as such.
- (c) **“Deputy Controller of Examination” (Dy. CoE):** means Deputy Secretary, Ex-Officio Deputy Controller of Examinations, or an officer so designated by the Commission to act as such.
- (d) **“Assistant Controller of Examination” (Asstt. CoE):** means Under Secretary, Ex-Officio Assistant Controller of Examinations, or an officer authorised by the Commission to act as such.

- (e) **“Confidential Paper”** means any such paper or document considered/marked/endorsed as confidential by the Commission.
- (f) **“Examination”** means any examination conducted by the APPSC.
- (g) **“Centre for Examination”** means the district/area which is chosen by the APPSC for holding an examination. There may be multiple venues in the centre for examination.
- (h) **“Venue”** means the location/centre/place for conduct of an examination within the district/centre for examination.
- (i) **“Examination Room/Hall”** means the room/hall where an examination is conducted.
- (j) **“Observer”** means the person(s) appointed by the APPSC to observe the conduct of an examination in the given centre(s) for examination/district.
- (k) **“District Superintendent”** means the person(s) appointed by the APPSC to conduct and oversee an examination in the centre for examination/district.
- (l) **“Centre Superintendent”** means the person(s) appointed by the APPSC to conduct/oversee an examination at a venue/centre.
- (m) **“Centre Supervisor”** means the person(s) appointed by the APPSC to oversee an examination in the college/ university/institute having 4 (four) or more venues.
- (n) **“Coordinator”** means the person(s) appointed by the APPSC for coordination between the Centre Superintendents/ Centre Supervisors and the Commission for the smooth conduct of an examination.
- (o) **“Assistant Centre Superintendent”** means the person(s) appointed by APPSC to assist the Centre Superintendent in the smooth conduct of an examination.
- (p) **“Invigilator”** means a person appointed by APPSC to perform the invigilation duty at an examination centre.
- (q) **“Requisition”** means a proposal received from the Government or Department for recruitment to new/vacant posts. It will essentially include the number of vacancies, recruitment rules for the post, the syllabus for the examination, and specific number of seats reserved per category, if any, in the prescribed format.

**III.Proposal/Requisition:** (a) A recruitment process will commence with the receipt of a requisition/proposal at the Commission’s office, complete in all respects and in the prescribed format.

- (b) Every requisition from the departments for recruitments of different categories of posts shall be received only in the prescribed format of APPSC.
- (c) The requisition letter shall clearly indicate the category wise breakup of vacancies to be filled up.
- (d) The latest approved gazetted recruitment rules along with all applicable acts/rules and requisite information shall be provided by the concerned departments along with the vacancy requisition.
- (e) The Commission will conduct all examinations based on the syllabi prescribed by the concerned Department/Government or Commission wherever required.
- (f) If the proposal/requisition is found inadequate in any form, it will be returned to the requisitioning authority for correction/clarification and resubmission.

**IV. Calendar:**

The Commission will prepare a calendar of recruitment examinations which shall indicate the date of issue of advertisement, last date of receipt of application (closing date), date of commencement of examination and duration of examination.

**V. Advertisement:**

The following information will be placed in the advertisement for information to the candidates: -

- (i) The applications, once submitted, can be amended by the candidate till the last date of submission of application form.
- (ii) Contact details/helpdesk email id for assistance.
- (iii) Preferences for post to be given by the candidates while filling up the application form in respect of combined competitive examinations or any other examination, wherever applicable.
- (iv) Advertisements will indicate the last date for application submission, physical endurance test, skill test and viva voce/personality test as far as possible.
- (v) In case of receipt of large number of applications beyond the approved ratio of candidates for any stage of the examination the APPSC may conduct objective/subjective recruitment test for which date, time and venue will be intimated separately to the candidates.
- (vi) The Commission reserves the right to modify, withdraw or cancel any advertisement at any stage of the examination provided there are sufficient reasons to do so.

## VI. Application Forms & Fees:

- (a) Aspirants intending to apply for the advertised post(s) will have to apply online through the Commission's website and upload the requisite documents and testimonials. In case of multiple applications by the same applicant for advertised post, only last complete application shall be accepted. All incomplete applications or multiple applications shall stand rejected. No request in this regard shall be entertained later.
- (b) Design of application format shall be decided by the Commission depending upon the requirements of each examination vis-a-vis examination pattern, qualifications, preferences etc.
- (c) The list of 'centre for examination' is to be fixed and incorporated in the application forms as per requirement. The candidates shall be asked to provide at least 3 (three) center preferences if examinations are held at more than 3(three) centers for examination. The advertisement should mention that the allocation of centre for examination shall be subject to availability/seating capacity. The candidates should also be informed that the Commission reserves the right to add/remove/change any centre for examination and may direct candidates of any center to take examination at other centers well in advance(at least 05 working days), if circumstance necessitates.
- (d) The Commission's online portal will not accept any new/ change in the application, after the last date and time of submission, as stated in the advertisement. The Commission will also not accept directly or indirectly, any requests for any such changes.
- (e) Eligible PwD candidates, intending to utilize the services of a scribe will indicate so, at the time of application itself. The candidates should also indicate whether the scribe will be brought by the candidate or is to be provided by the Commission.
- (f) The Candidates will also pay the prescribed examination fee online as fixed by the Commission from time to time. PwD candidates are **exempted** from paying examination fees.
- (g) Before applying online, all applicants will have to undergo 'One Time Registration (OTR)' through the Commission's website and upload the requisite documents. The user id and password generated can then be used for filling up all future applications for examinations conducted by the Commission. Detailed guidelines on how to proceed with OTR will be available on the Commission's website.
- (h) "Do's and Don'ts" for filling up the applications online will be available on the Commission's website.

**VII. Documents to be uploaded with OTR/with 'Online' application:**

- (a) For applying online for any post, candidates must upload the following documents while undertaking the 'One Time Registration' (OTR) process using the online application system:
- (i) **'Proof of Date of Birth,'** as existing in matriculation/high school leaving certificate or a certificate by a board equivalent to one issuing above; certificates or an extract from the Register of matriculates, maintained by a university, certified by a competent authority of the board/university, or an equivalent examination certificates. (No other documents, like horoscopes, affidavits, extracts from Registers of municipal corporation/Registrar economics & statistics/any service record will be accepted).
  - (ii) **Marksheets, Degree certificates, Scheduled Tribe (S.T.) certificates, Permanent Residence Certificates (PRC) and other relevant documents,** to be self-attested as stated vide Govt. of Arunachal Pradesh Order No.AR-40/2010/1806-66 dated 21-10-2013(*ANNEXURE-1*) as amended from time to time.
  - (iii) **Disability Certificate,** in case of Persons with Disability (PwD), issued by an authorised medical board as per section 57 of The Rights of Persons with Disabilities Act, 2016.
  - (iv) Latest/recent passport size colour photograph of the front face on white background and without headgear and sunglasses.
  - (v) Only **signed specimen signature** in black ink of the aspirant on white paper shall be considered.
- (b) Original documents issued by any authority, must not be tampered with by the candidates, otherwise they will be rendered invalid by the Commission.

**VIII. Scrutiny of applications:**

- (a) The Commission may reject any application, primarily on the following grounds:
- (i) Missing or wrong information.
  - (ii) Errors/mistakes in the application form.
  - (iii) Non-submission of required documents or submission of false documents.
  - (iv) Non-fulfilment of instructions or terms & conditions, as given in the advertisement and application forms.
  - (v) Incomplete and defective documents such as those not bearing name, seal, designation and signature of the issuing authority.
  - (vi) Chosen subjects for the examination not mentioned or wrong selection of subject combinations.

- (vii) Documents not self-attested.
- (viii) Concealment of any fact(s).
- (ix) Not mentioning the code for the centre of examination.
- (x) Overage or underage.
- (xi) Non-payment/payment of less than the requisite fee.
- (xii) Defective medical certificate (if a person who has signed the certificate, is not a member of the authorized medical board/state standing medical board).
- (xiii) Any other valid reason.

(b) The list of candidates found eligible for admission to the examination will be published by the Commission on its website. The list of rejected candidates along with the reasons for rejection will also be published on the website.

**IX. Admit cards/ call letters:**

- (a) An admit card/call letter will bear the candidate's name, gender, photograph, his/her signature, roll number, the schedule of examination, instructions for the candidates etc. and category in case of PwD candidates along with any other special requirements.
- (b) Eligible candidates can download and print the admit cards/call letters online, through the Commission's website.
- (c) A window of 01(one) week shall be kept for removal of discrepancies on the basis of complaints received.
- (d) The Commission will not deliver admit cards and call letters by hand.

**X. Declaration by Members, officers and staff of the Commission at the commencement of the examination process:**

All members, officers and staff of APPSC will make a written declaration to the Controller of Examination for every examination in the declaration form, whether they have a relative/close acquaintance taking up an examination. The Controller of Examination will ensure their exemption from the process of that particular examination.

**XI. Measures to be taken at the examination halls:**

- (a) Mobile phones, IT gadgets, smart watches/wrist watches, or any other communication/bluetooth devices/items, other than admit cards and photo id proof shall not be allowed. Candidates are not allowed to carry any pen or pencil in objective type examination as the same will be provided by the Commission. However, pen and pencil may be allowed for subjective examinations.
- (b) The candidate should take a print out of his/her e-admit card issued by the Commission online and produces it along with an identity card to gain entry to the centre/venue. The identity of the candidate will be verified against the photograph and facsimile signature printed on the attendance sheet/list in the examination hall.

**XII. Measures for sanitisation of examination centres/ venues:**

The Commission prohibits any mobile phones or electronic devices within centres/venues. The Commission will arrange to install jammer in the venues/centres, as per availability and requirement.

**XIII. Frisking of candidates:**

- (a) Arrangements will be made by the Centre Superintendents to ensure smooth entry of the candidates into the centres/venues while ensuring that prohibited items are NOT allowed inside the centre/venue.
- (b) The Secretary will requisite for the deployment of adequate police personnel (male and female) at each venue for candidates' frisking. The District Superintendent and the Superintendent of Police will ensure sufficient deployment of police personnel.
- (c) Bags, smart watches/wrist watches, mobile phones, I.T. gadgets, bluetooth devices, any other electronic/ other equipment capable of being used as communication devices, valuables, etc. will not be allowed inside the premises of the venues/examination halls.
- (d) The candidates will be allowed to take **only** e-admit card, pen (only for subjective/descriptive type examination), identity proof (the same as submitted at the time of filling of application), and any other item as specified in the instructions mentioned in the relevant e-admit card inside the examination halls.
- (e) The Centre Superintendents will make the necessary arrangement to frisk the candidates at the entry to the venue. Female candidates are to be frisked by female police personnel only inside an enclosure at the entry point. A separate frisking enclosure may also be provided for transgender candidates, if any. If a separate section is not available, the Centre Superintendent may make a makeshift arrangement. Any candidate re-entering the venue shall compulsorily be frisked again.

**XIV. Entry and exit of candidates in the examination centres/ venues:**

- (a) **Timings for entry to and exit from the examination hall**
  - (i) Candidates are allowed entry in the examination hall/room **1 hour and 45 minutes** before the examination's commencement in each session for a three hour exam.
  - (ii) Access into the examination venue shall be closed **15 minutes** before the examination's scheduled commencement, i.e., 09:45 AM for forenoon session if the examination is to commence at 10:00 AM & 01:45 PM for the afternoon session if the examination is to commence at 2:00 PM.
  - (iii) For objective type (OMR answer sheet based) examinations, no candidate can leave the examination hall until the expiry of the full allotted time for the paper.

- (iv) For other written examinations, a candidate can leave the examination hall only after **1 hour** from the commencement of examination. Such candidates will not be permitted to carry the question paper or answer booklet with them and must handover the same to the invigilator before leaving the examination hall. The invigilators will be responsible for collecting these before allowing the candidate to leave the examination hall/room. Once submitted the candidate shall under no condition be allowed re-entry into the hall/ room.
- (b) If a candidate falls seriously ill and is unwilling to write the examination during the examination hours, the Centre Superintendent may direct the invigilator to remove the question paper and/or question cum answer booklet/OMR sheet/answer booklet from him/her and allow him/her to leave the examination hall after taking an undertaking from the candidate that he/she is unwilling to continue due to illness and he/she is leaving the examination hall at his/her own risk and will. The Centre Superintendent may arrange to send the candidate to a nearby hospital/dispensary in consultation with the observer, if required.
- (c) A candidate who comes to some other venues, not assigned to him/her, will not be allowed to appear at that venue.
- (d) Admission to the examination hall will be allowed on the production of admit card only and therefore should be brought daily for each examination session.

**XV. Action against a candidate found adopting unfair means:**

- (a) When a candidate or any other person including official on examination duty is caught guilty of misconduct/ malpractice or any offence, with evidence, he/she shall be removed from the examination hall/room by the Centre Superintendent in consultation with the observer and he/she shall not be allowed to continue with the examination. For exam functionaries appropriate action may be initiated as per relevant rule.
- (b) The Centre Superintendent should take all precautionary measures usually associated with the examination and should in particular ensure that no candidate indulges in copying and that there is no communication of any kind among the candidates during the period of the examination. Special care may be taken to prevent/detect illegal use of latest technology such as mobile phones, bluetooth devices or other communication devices by the candidates.
- (c) If any candidate indulges in copying or disregards any instruction, an undertaking/admission statement to this effect should be obtained from him/her in the examination hall/room immediately and it should be forwarded to the Commission along with the observations of the

invigilator(s) concerned, Centre Superintendent's comments, evidence along with the candidate's statement signed by him/her and countersigned by Centre Superintendent, Assistant Centre Superintendent and Invigilator(s) concerned.

- (d) In all cases where any banned items such as mobile phone/bluetooth or any other electronic/communication device or any other incriminating material (notes on e-admit cards, papers, eraser etc.) is found in possession of the candidate during conduct of the examination, following actions may be taken by the examination functionaries of the said venue:-
- (i) The incriminating material must be immediately confiscated by the invigilator(s)/examination functionary concerned.
  - (ii) The matter must be brought to the notice of Centre Superintendent, Assistant Centre Superintendent and the APPSC control Room immediately.
  - (iii) It should be forwarded to the Commission along with the observations of the invigilator(s) and Centre Superintendent, Assistant Centre Superintendent and such other evidence including any incriminating material that may be recovered from the candidate, with candidate's undertaking/statement signed by him and countersigned by Centre Superintendent and invigilator(s) concerned.
  - (iv) After consulting the APPSC control room, if so advised, an FIR/Police complaint may be lodged with the local police station by concerned Centre Superintendent immediately.
  - (v) The Candidate may be allowed to continue to take examination until and unless otherwise directed by the APPSC control room and APPSC observer. Nevertheless if the candidate is found to be indulging in a disorderly or improper conduct which, in the Centre Superintendent's opinion, would be detrimental to the smooth conduct of the examination, he/she should not be allowed to continue to take the examination.
  - (vi) After consulting the APPSC control room and the APPSC observer, if so directed, when the candidate is not allowed to continue to take the examination in that session then he/she must be taken to a separate room, where he/she must remain in presence of an examination functionaries till the conclusion of the session. He/she must leave the venue only after completion of the session.

(vii) Further, the said candidate must not be allowed to appear in subsequent session(s)/subsequent days of the examination, if so directed by the Commission's control room.

(viii) Further action against the said candidate may be taken as per the rules by the Commission.

(e) It is imperative that in case of recovery of any incriminating material from the candidate he/she is made to record on the material so recovered a statement, duly signed by him/her. In case the candidate refuses to sign, the same may be clearly recorded by the invigilator(s) and signature of two other candidates (as witnesses) to be taken.

(f) In case of any candidate found burning or tearing the answer sheet/test booklets or running away with the script and test booklet during the course of an examination, the Centre Superintendent is required to file an FIR in the nearest police station and report the case to APPSC control room.

(g) In case of impersonation and un-authorized appearance of the candidate at the examination, the Centre Superintendent/ Assistant Centre Superintendent should report the cases to the APPSC control room immediately for further directions.

**XVI. Recruitment test, preliminary and written examination:**

(a) In case there are a large number of applicants for a service/post, the Commission if deemed necessary, may conduct a **recruitment test** (objective/subjective) before the main written examination/direct interview.

(b) For APPSCCE (Preliminary), rules promulgated through Government of Arunachal Pradesh, Department of Personnel notification no. PERS-24/2018 dated 19th November, 2019 as amended from time to time will apply. Syllabi for the APPSCCE will be as per Government of Arunachal Pradesh, Department of Personnel notification no. PERS-24/2018 dated 4th December, 2019 and as modified vide notification no. PERS-36/2/2022 dated 13th March, 2024.

(c) Of the qualified applicants in this preliminary examination, 12 times the number of advertised posts/vacancies or as decided by the Commission will be admitted to the main written examination.

(d) This system will also apply for recruitment through interview/viva-voce only. Here, the number of candidates to be admitted for interview/viva-voce will be 3 (three) times the advertised posts/vacancies as decided by the Commission or as per the Government of Arunachal Pradesh, Department of Administrative Reforms, notification no AR-27012/2/2022-SECT-1-AR/356 dated 14th August, 2023 or as amended from time to time (ANNEXURE2).

- (e) The preliminary examination/recruitment test is only a qualifying test for the main written examination/interview/viva-voce. Therefore, marks obtained in the preliminary examination/recruitment test will not be added or taken into account in the subsequent written examination/viva-voce or in the merit list.
- (f) There shall be no separate qualifying marks in the interview in case of selection by written examination and interview. But in the case of direct recruitment by interview only, a candidate has to score a minimum of **50%** of the total marks to qualify for selection. Relaxation for PwD candidates, if any, shall apply as per Rule 18 of Arunachal Pradesh Right of Person with Disability Rules, 2018.
- (g) The answer key of MCQ type examination shall be uploaded in the Commission's website for a specific duration.
- (h) The candidates appearing in preliminary examination shall be provided a carbon copy of their response sheets (OMR) in the examination hall after examination/test is over.

**XVII. Conduct of  
interview/  
viva-voce:**

- (a) The Commission will publish the list of recommended candidates after written examination and fix the date, time, and venue for conducting interviews/viva-voce.
- (b) The Commission will issue call letters to the eligible candidates, directing them to report to the selected venue with original certificates and documents on the stated date and time.
- (c) Candidates who fail to produce original certificates and documents on the day of the interview will not be allowed to ordinarily appear in the interview. In exceptional circumstances and with the approval of the Commission, he/she may be allowed to appear for the interview only after submitting an undertaking with production of original document/certificate preferably on the same day.
- (d) If a candidate fails to turn up for the interview on the specified time and date, he/she will be marked ABSENT. He/she will forfeit the recruitment, irrespective of his performance in the written examination.
- (e) If the number of candidates is large, the Commission may constitute multiple boards/committees to complete the process and declare the results at the earliest.
- (f) The boards/committees will be allotted to candidates before the start of their interview, generally through draw of lots.

- XVIII. Recommendation of selected candidates:** All recommendations made by the Commission shall be provisional and subject to final verification of documents, character and antecedents and candidates meeting medical requirements of the post by the indenting department.
- XIX. Provisional nature of the admissibility of a candidate to a recruitment examination / interview conducted by the Commission:**
- (a) Till completion of the entire process of recruitment to any post/service, admissibility of a candidate to any examination/interview shall remain provisional.
  - (b) The Commission will be the final authority on admissibility or rejection of a candidate at any stage of the recruitment/examination process.
- XX. Applicants'/ candidates' Access to Mark Sheets:**
- (a) Final results will be published on APPSC's website for three months after the notification of the examination result.
  - (b) After the expiry of 3 months, candidates can still obtain a record of their own marks in the written examination and viva-voce, through an RTI application, by payment of the requisite fee.
  - (c) However, the Commission will not provide any document related to an examination to any candidate/petitioner until the examination process is **complete** in all respects, i.e., till notification of the final results and completion of the entire examination process.
  - (d) No photography/videography of any official/confidential documents is permitted. Records and documents will only be available to a candidate, applying in person for his/her information, which will be photocopied/printed and authenticated by the Commission, for issue in specific cases and recorded as such.
  - (e) Any unauthorised photography/videography will call for necessary legal action.
- XXI. Provision of facilities for PwD candidate:** For candidates appearing under Persons with Disabilities category in written examination facility of scribe, compensatory time and other facilities will be as per the Government of Arunachal Pradesh Department of Administrative Reforms and Training OM. AR/26/2024-US-1-AR/24 dated 15th February, 2024. (*ANNEXURE 3*).
- XXII. Information under RTI:** Candidates or any information seeker can access information from the Commission on anything related to the examination process except the following: -

- (i) Those barred under the RTI Act.
- (ii) Where such information is considered confidential and sensitive and held to be in a fiduciary relationship.
- (iii) The right to access information relating to records/document/answer books etc. will extend to only existing data and records.
- (iv) Whenever there is an RTI query, or any other branch needs any information/records regarding any aspect of the recruitment/examination process, the concerned official will make a written request/demand to the Controller of Examinations. The Controller of Examinations will provide the information in writing against a receipt to the concerned official/PIO.

**XXIII. Verification of documents:**

- (a) The Verification Committee(s) shall be constituted for every examination. Each committee shall be headed by one officer not below the rank of Under Secretary with two other members. The Committee(s) shall verify the authenticity of required documents of each selected candidate. In case of any doubt pertaining to any documents, the committee may, with the approval of Secretary, APPSC get it verified from the concerned issuing authorities. Once the documents are verified by the committee it shall be submitted to the Secretary, APPSC and necessary process for recommendations of selected candidates to the concerned departments. The verification committee may include officers from other departments, if required.
- (b) Whenever an advertised post has 2(two) or more departments, the preference for the department shall be obtained mandatorily from the candidate at the time of application and vacancy shall be allocated on the basis of merit-cum-preference.

**XXIV. Strong Room:**

A strong room shall have multi-layered security system. The keys of each doors and gates will be handled by different officers. The CCTV shall be installed 24X7. All the activities and movements of man and material during entry and exit shall be properly recorded in the log book and video graphed. The strong room should be strictly operated as per the strong room protocol.

**XXV. Redressal and grievances cell:**

A dedicated redressal and grievances cell has been established in APPSC to address grievances of the candidates related to the examination. The candidates can send their grievances pertaining to any stage of the examination to the cell for necessary redressal in a time bound manner.

**REPEAL & SAVINGS**

- (a) The Arunachal Pradesh Public Service Commission guidelines for conduct of examination, 2017 are hereby repealed by the Arunachal Pradesh Public Service Commission Manual for Conduct of Examination, 2024.
- (b) Notwithstanding such repeal, anything done or any action taken under the guidelines refer in all acts, orders, decisions, recommendations including the conduct of an interview, selection or competitive examination, or declaration of any result thereof by or on behalf of the Commission in accordance with the guidelines/manual shall deemed to be, and always to have been, valid and any proceedings in relation to interviews, selections or competitive examinations pending on the date of commencement of the guidelines in force prior to such commencement.
- (c) The Commission may review the provisions of this manual from time to time and make necessary corrections and modifications as deem fit and proper in this manual.

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DRAFT

The 21st October, 2013

**Subject : Adoption of self-certification of documents as per recommendations of 12th Report of 2nd Administrative Reforms Commission.**

No. AR-40/2010.—Government of India office Memorandum No. K-11022/67/2012-AR dated the 10th May, 2013 on the above subject. The Second Administrative Reforms Commission (ARC) has in its 12th Report on "Citizen Centric Administration - the Heart of Governance" has recommended adoption of self- certification provision for simplifying procedures.

2. It may also be noted that there is a need for review of the existing requirements of attested copy or affidavit in various application forms in a phased manner and wherever possible make provisions for self-certification of documents as the method is citizen friendly and obtaining either an attested copy or affidavit not only costs money but also involves wastage of time of citizens and Government officials.

3. Further, I am directed to inform that the Government has decided for adoption of the said memorandum by all Government agencies in the State with immediate effect. Self - Certification would be valid for all purposes, however, subject to production of original documents at the final stage.

K. R. Meena  
Commissioner and Secretary to the  
Government of Arunachal Pradesh,  
Itanagar.

GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS  
DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES

Sardar Patel Bhavan, Sansad Marg,  
New Delhi-110 001  
Dated : the 10th May, 2013

## OFFICE MEMORANDUM

**Subject : Self-certification**

No. K-11022/67/2012-AR.—The Second Administrative Reforms Commission in its 12th Report titled "Citizen Centric Administration - The Heart of Governance", has recommended adoption of self- certification provision for simplifying procedures.(www.darpg.gov.in)

2. Taking a cue from this some Ministries/State Governments have adopted the provision of self-certification of documents like marksheet, birth certificate etc. by the applicants/stakeholders instead of asking for an attested copy of the documents by a Gazetted Officer or filing of affidavits. Under the self-attestation method, the original documents are required to be produced at the final stage.

3. You will appreciate that the above method is citizen friendly and obtaining either an attested copy or affidavit not only cost money but also involves wastage of time of the citizens and the Government officials.

It is requested to kindly review the existing requirements of attested copy or affidavit in various application forms in a phased manner and wherever possible make provision for self -certification of documents, after obtaining the approval of the competent authority.

Sanjay Kothari  
Secretary to the Government of India.  
Tele : 23742133



AR-27012/2/2022-SECT-1-AR/356

ANNEXURE -2

I/154074/2023

(TO BE PUBLISHED IN GAZETTE OF ARUNACHAL PRADESH EXTRA ORDINARY)  
GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF ADMINISTRATIVE REFORMS  
CIVIL SECRETARIAT, BLOCK NO.4, 4<sup>th</sup> FLOOR  
ITANAGAR - 791111

Dated Itanagar the 14<sup>th</sup> August, 2023

**NOTIFICATION**

F.No.AR-27012/2/2022-SECT-1-AR :: In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Arunachal Pradesh is pleased to make the following rules to regulate the "Minimum Qualifying Marks" in written examination for recruitment of Group A, B & C posts/services & Common Examination Scheme for appointment to Group-C posts / services, under the Government of Arunachal Pradesh, namely; -

1 . **Short title and commencement** - (1) These rules may be called Minimum Qualifying Marks for Recruitment to Group A, B and C Posts and Common Examination Scheme (for Group-C posts) Rules, 2023.

(2) They shall come into force on the date of their publication in the Arunachal Pradesh Gazette.

2 . **Minimum Qualifying Marks in Written Examination for recruitment of Group A & B Posts / Services** :-

(a) Candidates who obtain such minimum qualifying marks in the (preliminary) examination (wherever preliminary examination is prescribed) as may be fixed by the Arunachal Pradesh Public Service Commission (APPSC) at their discretion shall be admitted to the Mains Examination and candidates who obtain such minimum marks in the Mains Examination, as may be fixed by the Commission at their discretion, shall be invited by them for an Interview /Viva voce for personality tests or other tests.

(b) Candidates who obtain such minimum qualifying marks in the written examination (wherever preliminary examination is not prescribed) as may be fixed by the Arunachal Pradesh Public Service Commission (APPSC) at their discretion shall be invited by them for an Interview / Viva Voce for personality tests or other tests.

Provided that, the candidates belonging to the Arunachal Pradesh Scheduled Tribes or Persons with Benchmark Disability (PwD candidates) may be invited for an Interview / viva voce for a Personality Test by the Arunachal Pradesh Public Service Commission by applying relaxed standards, if the Commission is of the opinion that sufficient number of candidates belonging to these categories are not likely to be invited for interview for a personality test on the basis of the general standard fixed by the Commission in order to fill up vacancies reserved for them.

Provided further that the Commission shall maintain a ratio of 1:3 w.r.t. vacant posts reserved for APST and for PwD candidates vis-à-vis the number of candidates called to attend the interview / viva voce test, subject to availability of candidates.

3. The time-line calendar for completion of recruitment process shall be prepared by the Arunachal Pradesh Public Service Commission in case of Group "A" and "B" posts.

4. **Minimum Qualifying Marks in Written Examination for recruitment of Group 'C' Posts/Services** :-

(a) For considering appointment to Group "C" posts/ services under the Government of Arunachal Pradesh, candidates shall obtain such minimum qualifying marks as may be fixed by the Arunachal Pradesh Staff Selection Board (APSSB) at their discretion.

Provided that, the candidates belonging to the Arunachal Pradesh Scheduled Tribes or Persons with Benchmark Disability (PwD candidates) may be recommended for appointment by the Arunachal Pradesh Staff Selection Board by applying relaxed standards, if the Board is of the opinion that sufficient number of candidates belonging to these categories are not likely to be qualified on the basis of the general standard fixed by the Board in order to fill up vacancies reserved for them.

5 The criteria regarding cut off marks fixed by the Arunachal Pradesh Public Service Commission or Arunachal Pradesh Staff Selection Board, as the case may be, shall be published by the Commission/Board on their website before declaration of result of the preliminary or main examination, as the case may be, to ensure transparency and accountability.

6. **Scheme of Examination and other Conditions (Group - C posts/services)** :-The Common Scheme

## AR-27012/2/2022-SECT-1-AR

I/154074/2023

of Examination for recruitment of all Group - C posts/services [including Multi Tasking Staff (MTS)] under the Government of Arunachal Pradesh shall be as mentioned below: -

The scheme of examination mentioned below shall be followed for the relevant Services /Post(s).

(i) **Ministerial posts (Non Technical)** - 200 Marks.

### OBJECTIVE TYPE MULTIPLE CHOICE QUESTIONS

1. General Awareness. 2. General Intelligence & Reasoning Ability. 3. Arithmetical & Numerical Ability. 4. Test of English Language and Comprehension: - (50 marks each).

Note \*Skill test / physical test will be of qualifying nature for the posts where such test is prescribed in Recruitment Rules.

(ii) **Non Ministerial posts.**

Technical/Specialized posts and such other posts wherein the Recruitment Rules /Service Rules prescribe technical /special qualifications which merits conduct of examination in knowledge of concerned technical /specialized subject: - Total 200 Marks.

### OBJECTIVE TYPE MULTIPLE CHOICE QUESTIONS

A: 1. General Awareness. 2. General Intelligence & Reasoning Ability 3. Arithmetical Ability 4. Test of English Language and Comprehension: - Total 100 Marks (25 marks each).  
AND

B: Technical /specialized subject as per the qualification prescribed for the post (100 marks)\*.

Note\* The Recruiting Agency and the Department concerned shall finalize the subject(s) concerned and the syllabus.

Note\* Skill Test /Physical Test will be of qualifying nature for the posts where such a test prescribed in the Recruitment Rules.

(iii) The selection process for filling up of the vacancies of Group - C posts will exclude interviews (Viva voce) unless (a) specific approval of the Government is taken (through the Department of Administrative Reforms) after the notification of these rules and (b) till recruitment rules are amended.

(iv) The Merit list of selected candidate(s) shall be prepared by the Selection Board on the basis of aggregate marks secured by the candidates in the objective type examination and interview (wherever prescribed).

7. The time-line calendar for completion of recruitment process shall be prepared by the APSSB in case of Group -"C" posts/Services.

8. **Amendment of Recruitment Rules/ Service Rules:** - All (i) Service Rules / Recruitment Rules / Guidelines regulating the Minimum Qualifying Marks in written examination Test for recruitment to Group A, B & C posts/Services and (ii) Common Examination Scheme for Group - C posts shall be deemed to have been amended to the extent provided herein above with immediate effect.

9. **Power to amend the Rules:** - The State Government shall have the powers to alter, modify, amend, rescind or supersede these rules from time to time as may be deemed necessary and expedient so to do.

10. **Power to Relax:** - Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for the reasons to be recorded in writing, and in consultation with the Arunachal Pradesh Public Service Commission or the Arunachal Pradesh Staff Selection Boar, as the case may be, relax any of the provisions of these Rules with respect to any class or category of persons or posts.

11. **Interpretation:** - If any question arises as to the interpretation of these rules, the same shall be decided by the State Government which shall be final and binding.

(By order and in the name of the Governor of Arunachal Pradesh)

Sd/-  
( Dharmendra)  
Chief Secretary to the  
Government of Arunachal Pradesh

AR-27012/2/2022-SECT-1-AR

I/154074/2023

Memo No.AR-27012/2/2022-SECT-1-AR/356 Dated Itanagar the 14<sup>th</sup> August , 2023

1. The Commissioner to Governor Arunachal Pradesh, Itanagar.
2. The Commissioner to Hon'ble Chief Minister Arunachal Pradesh.
3. Private Secretary to Dy Chief Minister Arunachal Pradesh, Itanagar.
4. Private Secretary to all Ministers/Speaker /Dy. Speaker Arunachal Pradesh, Itanagar.
5. Under Secretary to Chief Secretary, Govt of Itanagar.
6. All Principal Secretaries/Commissioners/Secretaries, Govt of Arunachal Pradesh, Itanagar.
7. The PCCF/DGP/Chief Engineers, Govt of Arunachal Pradesh.
8. The Divisional Commissioner(East/West) Arunachal Pradesh, Namsai/Yachuli
9. The Secretary, Arunachal Pradesh Staff Selection Board(APSSB) Itanagar.
10. The Resident Commissioner, Arunachal Pradesh, New Delhi.
11. All Directors/RCS/HoDs Govt of Arunachal Pradesh, Itanagar/Naharlagun/Nirjuli.
12. All Deputy Commissioners Arunachal Pradesh.
13. The Director of Printing, Government of Arunachal Pradesh, Naharlagun. He is requested to publish the above notification in the official gazette and supply 50 copies for office use.
14. Computer cell AR department for uploading in the Departmental website.
15. Office copy.

Signed by Katon Moyong

Date: 14.08.2023, 16:59:39

Deputy Secretary to the  
Government of Arunachal Pradesh

1/204706/2024



No .AR/26/2024-US-1-AR /24  
**Government of Arunachal Pradesh**  
**Department of Administrative Reforms & Training**  
**Civil Secretariat, Block No.4, 4<sup>th</sup> Floor**  
**Itanagar - 791 111**

Dated, Itanagar the 15<sup>th</sup> February'2024**OFFICE MEMORANDUM**

Subject: Forwarding of Guidelines for conducting written examination for Persons with Disabilities.

Enclosed please find herewith "Guidelines for conducting written examination for persons with Disabilities" issued by the Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) vide Office Memorandum F.No.34-02/2015-DD-III dated 29/08/2018 and subsequent Corrigendum No.F.34-02/2015-DD-III(Pt) dated 08/02/2019 as well 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" issued vide Office Memorandum F. No. 29-6/2019-DD-III dated 10/08/2022.

2 Therefore, the above instructions, as amended from time to time, may be followed by the APPSC and APSSB during the recruitment process.

(By order and in the name of Governor of Arunachal Pradesh)

sd/-  
Commissioner to the  
Government of Arunachal Pradesh

**Copy for taking necessary action: -**

1. The Commissioner, Arunachal Pradesh, Public Service Commission (APPSC), Itanagar.
2. The Secretary, Arunachal Pradesh Staff Selection Board (APSSB), Itanagar.

**Copy for information to: -**

1. The Secretary to Hon'ble Governor Arunachal Pradesh, Itanagar
2. The Commissioner to Hon'ble Chief Minister, Arunachal Pradesh, Itanagar.
3. The US to Ld Chief Secretary, Govt of Arunachal Pradesh, Itanagar.
4. Office copy.
5. Spare copy.

Signed by  
Mari Angu

Date: 19-02-2024 10:05:12

Joint Secretary to the  
Government of Arunachal Pradesh

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

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Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, New Delhi -110003  
Dated: the 29<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/lab 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.

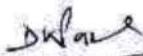
XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

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/Deapartment 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. Pannda)

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:** CCPD, Sarojini 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 – Prthopaedic 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)**

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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”

  
(K.V.S. Rao)

Director

Tele. No. 24369054

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:** CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

**F. No. 29-6/2019-DD-III**  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Empowerment of Persons with Disabilities (Divyangjan)

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Pt. Deendayal Antyodaya Bhawan,  
CGO Complex, New Delhi – 110003  
Dated: the 10<sup>th</sup> 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**

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 to 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 proforma 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 scribe 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 per 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. 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.

(i) 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.

(j) 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.

(k) 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.

(l) 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.

(m) 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, 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 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, a person 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 requires 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 upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR 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:

## Appendix-II

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 \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (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: