



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
(Under the Administrative Control of DPIIT, Ministry of Commerce & Industry, Govt. of India)
34 KM Stone, Delhi-Mathura Road (NH-2), Ballabgarh-121004, Haryana, India.
Ph:+91-129-2666600
Website:www.ncbindia.com

ANNEXURE-II



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
(Under the Administrative Control of DPIIT, Ministry of Commerce & Industry,
Govt. of India)
34 KM Stone, Delhi-Mathura Road (NH-2), Ballabgarh-121004, Haryana, India.
Ph:+91-129-2666600
Website: www.ncbindia.com

PROCEDURE OF NCB REGARDING ASSISTANCE OF SCRIBE TO PwBD/PwD CANDIDATES

A. ELIGIBILITY AND SCOPE

1. NCB provides the facility of compensatory time and assistance of scribe to eligible **Persons with Benchmark Disabilities (PwBDs)** i.e. disability not less than 40%, and **Persons with Disabilities (PwD)** i.e. disability less than 40%, in its examinations in accordance with the guidelines issued vide OM Nos. F.No. 34-02/2015-DD-III dated 29.08.2018 and F.No. 29-6/2019-DD-III dated 10.08.2022 by the Department of Empowerment of Persons with Disabilities (DoEPD), Ministry of Social Justice & Empowerment.
2. The applicant must be eligible to use a scribe as per the Government rules governing the recruitment of Persons with Disabilities under the Rights of Persons with Disabilities (RPwD) Act, 2016.
3. The following categories of candidates are eligible for scribe facility:
 - (a) PwBD candidates in the category of blindness, locomotor disability (both arms affected) and cerebral palsy shall be provided the facility of scribe, if desired by the candidate. No medical certificate is required.
 - (b) For remaining categories of PwBD (disability \geq 40%), the facility of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write and that a scribe is essential to write examination on his/her behalf, from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government healthcare institution, as per proforma at **Annexure-A**.
 - (c) PwD candidates having disability less than 40% and having difficulty in writing (covered under Section 2(s) of the RPwD Act, 2016, but not covered under Section 2(r) of the said Act) shall also be eligible for scribe facility, in pursuance of OM No. 29-6/2019-DD-III dated 10.08.2022, on production of certificate as per proforma at **Annexure-B**.
4. The facility of scribe/passage reader will be provided to the PwBD/PwD candidate only if he/she has opted for the same in the Application Form.
5. The applicant will have to arrange his/her own scribe at his/her own cost, risk and choice, the details of which have to be provided in the proforma at **Annexure-C**.



B. CONDITIONS GOVERNING THE SCRIBE

6. In case of own scribe, the following conditions shall apply:
- (a) The scribe shall not assist more than one candidate in the same examination.
 - (b) A candidate applying for the examination cannot act as a scribe for another candidate in the same examination.
 - (c) The qualification of the scribe shall be **one step below** the qualification of the candidate taking the examination. The scribe's academic stream must be different from the qualification prescribed for the said post.
 - (d) The scribe shall not be a current employee of NCB.
 - (e) The scribe should not be an applicant or should not have applied for any examination in NCB, nor should he/she be made scribe for more than one applicant under this recruitment.
- Any violation of the above conditions will invite cancellation of candidature, debarment as per rules, relevant action against the scribe, and criminal action, if so required.**
7. The scribe shall only record/click the answer or option as suggested by the applicant and shall not import his/her own knowledge, make any gesture, sound, or movement to indicate correctness or otherwise of any answer option.
8. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the scribe at the time of examination as per proforma at **Annexure-D**. The candidates with disabilities (PwD) eligible for scribe as per Para 3(c) above and opting for own scribe shall be required to submit details as per proforma at **Annexure-E**. In addition, the scribe has to produce original ID proof(s) at the time of examination. A photocopy of the ID proof(s) of the scribe, signed by both the candidate and the scribe, shall also be submitted along with the proforma at **Annexure-D / Annexure-E**.
9. Both the applicant and the scribe shall furnish a joint declaration-cum-undertaking as per proforma at **Annexure-F**, to be produced at the time of examination.
10. The candidate must produce his/her UDID (Unique Disability ID) as applicable under the revised guidelines, at the time of examination.

C. COMPENSATORY TIME AND EXAMINATION CONDUCT

11. A compensatory time of 20 minutes per hour of examination shall be provided to the persons who are allowed use of scribe. In case the duration of the examination is less than an hour, then the duration of additional time shall be allowed on a pro-rata basis. Additional time shall not be less than 5 minutes and shall be in multiples of 5.
12. The candidates who are eligible for use of scribe but not availing themselves of the facility of scribe will also be given compensatory time as indicated in the preceding para.
13. For skill tests, PwBD candidates shall be allowed to check the computer system one day in advance so that problems, if any, in the software/system can be rectified. Use of personal computer/laptop is not permitted for the skill test.



14. No attendant other than the scribe for eligible candidates shall be allowed inside the Examination Hall.

D. CONSEQUENCES OF VIOLATION

15. If at any stage of the examination or recruitment process, it is found that the scribe is independently answering the questions, the examination session shall be terminated and the candidate's candidature shall be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. Such candidate and scribe may also be debarred, either permanently or for a specified period, from all future examinations/recruitment processes of NCB.

16. If it is detected at any stage that the applicant or scribe does not fulfil the eligibility norms, or that the information furnished is incorrect/false, or that any material fact has been suppressed, the candidature of the applicant shall stand cancelled irrespective of the result of the examination. If such shortcoming is detected after appointment, the services of the applicant shall be liable to be terminated. Both the candidate and the scribe shall be liable to criminal prosecution.

17. The candidature is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any Court of Law. Mere issue of Admit Card or appearance in the examination does not entitle the candidate to any claim for the post.

E. DOCUMENT VERIFICATION

18. PwBD/PwD candidates who have availed the facility of scribe/passage reader and/or compensatory time must produce all relevant documents establishing eligibility for scribe/compensatory time at the time of Document Verification. Failure to produce such supporting documents shall lead to cancellation of candidature.

LIST OF ANNEXURES

Annexure	Description
Annexure-A	Certificate regarding physical limitation to write — for PwBD ($\geq 40\%$)
Annexure-B	Certificate for PwD ($< 40\%$) under Section 2(s) of RPwD Act, 2016
Annexure-C	Proforma for Scribe Details (with UDID, Aadhaar/PAN of Scribe)
Annexure-D	Letter of Undertaking for Using Own Scribe — for PwBD ($\geq 40\%$)
Annexure-E	Letter of Undertaking for Using Own Scribe — for PwD ($< 40\%$)
Annexure-F	Joint Declaration-cum-Undertaking by Applicant and Scribe (with photo, qualification table, signatures)



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
(Under the Administrative Control of DPIIT, Ministry of Commerce & Industry, Govt. of India)
34 KM Stone, Delhi-Mathura Road (NH-2), Ballabgarh-121004, Haryana, India.
Ph:+91-129-2666600
[Website:www.ncbindia.com](http://www.ncbindia.com)

ANNEXURE-A

Certificate regarding physical limitation in an examinee to write
(For PwBD candidates with benchmark disability, i.e. not less than 40%)

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 healthcare 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 (e.g. Visual impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).



ANNEXURE-B

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 devices 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 a maximum period of six months or less as may be certified by the medical authority).

Signature of Medical Authority

(Signature & Name) Orthopaedic / PMR Specialist	(Signature & Name) Clinical Psychologist / Rehab Psychologist / Psychiatrist / Special Educator	(Signature & Name) Neurologist (if available)	(Signature & Name) Occupational Therapist (if available)	(Signature & Name) 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:



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
(Under the Administrative Control of DPIIT, Ministry of Commerce & Industry, Govt. of India)
34 KM Stone, Delhi-Mathura Road (NH-2), Ballabgarh-121004, Haryana, India.
Ph: +91-129-2666600
Website: www.ncbindia.com

ANNEXURE-C

PROFORMA FOR SCRIBE DETAILS

(Regarding PwBD/PwD Candidates Scribe Procedure)

Name of the Candidate:	
Qualification of the Applicant:	
Name of the Scribe:	
Qualification of the Scribe:	
I undertake to produce UDID as applicable under revised guidelines, at the time of examination:	Yes / No
UDID No.:	
PAN / Aadhaar Card of Scribe:	
PAN / Aadhaar Card Number of Scribe:	

I confirm that I am eligible for a Scribe as per the revised guidelines issued by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India.

I also confirm that the educational qualification of the Scribe is as per the stipulation given in the advertisement and documentary evidence to prove the educational qualification of the Scribe, along with the Photo ID card issued by the present Board/College/University, will be produced at the time of examination.

Place: _____

Date: _____

Signature of the Candidate: _____



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
(Under the Administrative Control of DPIIT, Ministry of Commerce & Industry, Govt. of India)
34 KM Stone, Delhi-Mathura Road (NH-2), Ballabgarh-121004, Haryana, India.
Ph:+91-129-2666600
Website:www.ncbindia.com

ANNEXURE-D

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

(For PwBD candidates with benchmark disability, i.e. not less than 40%)

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/UT).

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/her qualification is _____. In case, subsequently it is found that his/her 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:



ANNEXURE-E

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

*(For person with specified disability covered under Section 2(s) of the RPwD Act, 2016
but not covered under Section 2(r), 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/her qualification is _____. In
case, subsequently it is found that his/her 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 a minor)

Place:

Date:



ANNEXURE-F

**JOINT DECLARATION-CUM-UNDERTAKING
BY THE APPLICANT AND THE SCRIBE**

1. I, Shri/Smt./Kum. _____ S/D/W of Shri/Smt./Kum. _____, a candidate with _____ (nature of disability/condition) have applied to appear in the online examination for recruitment for the post of _____ against Post Code No. _____ to be held on _____,

AND

Shri/Smt./Kum. _____ (name of the Scribe) S/D/W of Shri/Smt. _____ will provide the service of scribe for the undersigned for taking the aforementioned examination, do hereby declare that:

I do hereby undertake that his/her qualification is _____ which is one step below the minimum qualification for the post. In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is above my qualification, I shall forfeit my right to the post and claims relating thereto.

(i) That I am _____ (nature of disability) and I need a scribe as permissible under the Government rules governing the recruitment of Persons with Disabilities.

(ii) In view of the fact that multiple appearance/attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared/attended the examination more than once and that the scribe arranged by him/her is not a candidate for this examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

(iii) I, _____ (Scribe), am not a candidate for this aforesaid recruitment.

(iv) I, _____ (Scribe), am not an active employee of NCB.

(v) The scribe is identified by the applicant at own cost and is as per own choice.

Applicant's Signature	Scribe's Signature
------------------------------	---------------------------



NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS
(Under the Administrative Control of DPIIT, Ministry of Commerce & Industry, Govt. of India)
34 KM Stone, Delhi-Mathura Road (NH-2), Ballabgarh-121004, Haryana, India.
Ph: +91-129-2666600
[Website: www.ncbindia.com](http://www.ncbindia.com)

Qualification of the Scribe:

	Examination Passed	Course Duration	Division	Percentage	Year of Passing	Board/ University	Subjects
High School							
Intermediate							
Graduate							

2. We jointly understand that the Scribe shall only record/click the answer/option as suggested by the applicant and shall not impart his/her knowledge/make any gesture/sound or movement to indicate correctness or otherwise of any answer option.
3. We undertake to comply with the directions of the invigilator at the centre and try not to disturb other examinees.
4. Any misconduct committed by the scribe shall amount to a misconduct committed by me (Applicant name: _____) who is using the scribe and is liable for disciplinary action as may be deemed appropriate.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the applicant's appointment, his/her services are liable to be terminated. In such circumstances, both Signatories will be liable to criminal prosecution.

Given under our signature:

Photo of the Scribe (Passport size, attested by Gazetted Officer)	Photo of the Applicant (Passport size, attested by Gazetted Officer)
---	--

Name: _____ Postal Address: _____ _____	Name: _____ Post Applied & Post Code: _____ Postal Address: _____ Mobile No.: _____
Signature of the Scribe	Signature of the Applicant