

**Rajya Sabha Secretariat
(Recruitment Cell)**

**Criterion/Guidelines for engagement of a Scribe by candidates who are
visually handicapped with visual disability of 40% and above.**

- (i) The facility of Scribe can be availed by the candidate only if a request for the same has been made by him/her in his/her application form.
- (ii) To avail the facility of the Scribe, the candidate must submit duly filled in 'Application Form for Engagement of Scribe' available on the website of Rajya Sabha (under the link <http://www.rajyasabha.nic.in> → **Recruitment Cell** → **Downloads**) at least two weeks ahead of the date of examination for which Scribe is needed.
- (iii) The Scribe should not possess qualification of Graduation or above on the date of examination on which he/she is to be engaged as Scribe.
- (iv) The candidate will have to arrange his/her own Scribe at his/her own cost.
- (v) Rajya Sabha Secretariat shall not bear any expenses towards or have any liability in respect of the Scribe.
- (vi) Candidate shall be responsible for timely submission of application form to the Secretariat for approval of the person to be engaged as Scribe.
- (vii) Candidate shall be responsible for ensuring the veracity and accuracy of the particulars of the Scribe furnished by him/her.
- (viii) In case, any information given in the application form for engagement of Scribe, is found to be false or incorrect at any time, his/her candidature is liable to be cancelled and in case he/she has been appointed, his/her appointment shall be terminated forthwith.
- (ix) Scribe to be engaged by the candidate should have been got approved as Scribe by the Rajya Sabha Secretariat before the commencement of examination, for which services of the Scribe are to be availed. No Scribe would be permitted unless the same has been approved by Rajya Sabha Secretariat.
- (x) The candidate shall furnish only one Application Form for Engagement of Scribe.
- (xi) Candidates availing the facility of Scribe shall be eligible for "Compensatory Time" of 20 minutes per hour in Preliminary and Main Examinations.
