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No. EDN-II (21) B (15) 17/2010-All Type Examination  
Directorate of Higher Education  
Himachal Pradesh  
Tele. No. 0177-2653120 Extn. 234 e-mail: [genbr@rediffmail.com](mailto:genbr@rediffmail.com)  
Fax: 0177-2812882

Dated: Shimla-171001 the January, 2021

To

1. All the Principals, Government Degree colleges /Skt. Colleges in Himachal Pradesh.
2. All the Deputy Directors of Higher Education in Himachal Pradesh.

Subject: - Guidelines for conducting written examination for the persons with Benchmark Disabilities.

Memo:

Please find enclosed herewith a copy of letter No. EDN-C-B (15) 26/2018-Vol -I Dated: 08/01/2021 received from Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 for your information and necessary action please.

Encl. 06 Pages

शिक्षा निदेशालय उत्तर हिमाचल प्रदेश

20 JAN 2021

Addl. Director of Higher Education  
Himachal Pradesh, Shimla-1  
E-mail: [dhe-sml-hp@gov.in](mailto:dhe-sml-hp@gov.in)  
Phone No: 0177-2650797

Endst. No. Even Dated: Shimla-171001 the January, 2021

Copy for information to:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 w.r.t. his letter referred to above.
2. The Deputy Secretary (SJ&E), to the Government of Himachal Pradesh Shimla-2
- ✓ 3. The Technical Officer, (IT Cell), Directorate of Higher Education, Himachal Pradesh is requested to upload the same on Departmental website.
4. Guard file.

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Addl. Director of Higher Education  
Himachal Pradesh

No. EDN-C-B-(15)26/2018-Vol -I  
Government of Himachal Pradesh  
Elementary Education Department.



From:

The Secretary (Education) to the  
Government of Himachal Pradesh.

To

✓ The Director Higher Education,  
Himachal Pradesh, Shimla-171001

2. The Director Elementary Education,  
Himachal Pradesh, Shimla-171001.

Dated: Shimla-171002, the 8<sup>th</sup> January, 2021

Subject: - Guidelines for conducting written examination for the Persons  
with Benchmark Disabilities.

Sir,

I am directed to enclose herewith a photocopy of letter No.SJE-B-  
B(2)-2/2019-I, dated 16<sup>th</sup> December 2020, along with its enclosure, received from  
Deputy Secretary (Social Justice and Empowerment) to the Government of Himachal  
Pradesh on the subject cited above for your information and necessary action.

Yours faithfully,

*Lalit*

(Lalit Vikram)

Under Secretary (Ele. Edu) to the  
Government of Himachal Pradesh

Endst. No.As above

Dated: Shimla-2

January, 2021

Copy forwarded to the Chairman, Himachal Pradesh Board of School  
Education, Dharamshala, Distt Kangra, Pin-176215, Himachal Pradesh, for  
information please.

DHE

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(Lalit Vikram)

Under Secretary (Ele. Edu) to the  
Government of Himachal Pradesh

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No. SJE-B-B(2)-2/2019-I  
Government of Himachal Pradesh  
Department of Social Justice & Empowerment(SJE-B)

From

Additional Chief Secretary (SJ&E) to the  
Government of Himachal Pradesh, Shimla-2.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla-2.
2. All the Chairman/Managing Directors/ Secretaries/ Registrar of all the Public Sector Undertakings/ Corporations. Boards/ Universities etc, in HP.
3. All the Deputy Commissioner in Himachal Pradesh.
4. All the Heads of Departments in Himachal Pradesh.

Shimla-02, the Dated: 16<sup>th</sup> December, 2020

Subject:- Guidelines for conducting written examination for the Persons with Benchmark Disabilities.

Sir,

In supersession of this Departments letter No. SJE-A-A(10)-6/2012 dated 11<sup>th</sup> February, 2015, I am directed to inform you that in pursuance of the revised guidelines of Government of India, Ministry of Social Justice & Empowerment, New Delhi regarding conducting of written examination for Persons with Benchmark Disabilities, this Department hereby lay down the following uniform and comprehensive guidelines for conducting examination for the Persons with Benchmark Disabilities:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2020".
- II. There should be a uniform and comprehensive policy across the State of Himachal Pradesh 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.

(Cont..2..)

SC(Edu)  
22/12/2020

Pl. share it  
with DISE / DSES  
and Chairman HPDSE  
and HPO / clerk accordingly

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For  
29-12-2020

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Sub. Neta

6/12/2020  
SO(Edu)



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 candidate 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 scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe.reader should always be matriculate of 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.

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- 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 State of Himachal Pradesh.
- XII. "The Word "extra time or additional time" that is being currently used should be change 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

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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"

- 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 your

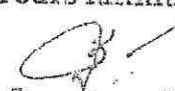
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control may be advised appropriately to ensure compliance of implementing these guidelines.

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

Yours faithfully,


  
Deputy Secretary (SJ&E) to the  
Government of Himachal Pradesh.

Endst No. SJE-B-B(2)-2/2019-I Shimla-02

Dated: 16<sup>th</sup> December, 2020

Copy endorsed for information and necessary action to:-

1. The Registrar General, Hon'ble High Court of HP, Shimla-2
2. The Secretary, H.P. Public Service Commission, Shimla-02
3. The Secretary, H.P. Staff Selection Commission, Hamirpur, HP.
4. The Secretary, H.P. Board of School Education, Dharamshala, HP
5. Guard file.

  
Deputy Secretary (SJ&E) to the  
Government of Himachal Pradesh

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, \_\_\_\_\_ (name of the candidate with disability) of the district/ \_\_\_\_\_ (name of the examination) bearing Roll No: \_\_\_\_\_ (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: