

9 /
NO.EDN-A-Kha (15)-8/2014.
Government of Himachal Pradesh
Department of Higher Education

From - The Addl. Chief Secretary (Education) to the
Government of Himachal Pradesh

To
The Director of Higher Education
Himachal Pradesh-171001.

Dated, Shimla-2

the 25th February, 2015.

Subject: Guidelines for conducting written examination for persons
with Disabilities.

Sir,

I am directed to enclosed copy of letter no. SJE-A-A (10)-
6/2012, dated: 11.02.2015, received from Jt. Secretary (SJE) to the Govt. of HP
Shimla-2 addressed to All the Administrative Secretaries to the Govt. of HP/All
HOD/Others, on the subject cited above and you are requested to ensure that
the guidelines are scrupulously followed while conducting examination for
persons with disabilities.

Yours faithfully

(Pushpa Chaudhary)

Under Secretary (Hr. Edu.) to the
Govt. of Himachal Pradesh.

Endst. No. As above. Dated: Shimla the February, 2015.

Copy for information and further necessary action to:-

1. The Jt. Secretary (SJE) to the Govt. of HP w.r.t. his letter referred to above.
2. Guard file.

Secretary Cell
DIE

25 FEB 2015

(Pushpa Chaudhary)
Under Secretary (Hr. Edu.) to the,
Government of Himachal Pradesh

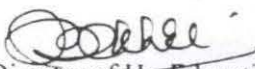
Directorate of Hr. Education
Himachal Pradesh



Endst. No. EDN-H(1)B(15)1 2009- Imp. Instt. Dated Shimla - 17/00/ the 12/3/2015

Copy for information and further necessary action is forwarded to :-

1. The Addl.Chief Secretary(Education) to the Govt. of H.P. Shimla-1 w.r.t. to the letter No.EDN-A-Kha(15)-8/2014 dated 25.02.2015 for information please.
2. The Addl.Chief Secretary(SJ&E) to the Govt. of H.P. Shimla-1 w.r.t. to the letter No.SJE-A-A(10)-6/2012 dated 11.02.2015 for information please.
3. The Additional Director of Hr. Education (Admn.), H.P.
4. The Addl.Director Director of Hr. Education (S), H.P.
5. The Joint Director of Hr. Education, C-I C-II, H.P.
6. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
7. The OSD(C) / OSD(Skt.) Directorate of Hr. Education, H.P.
8. All the Deputy Directors of Hr. Education in the Pradesh for information.
9. The ESL, Solan H.P.
10. The State Library, The Mall Shimla-1.
11. The Incharge Computer Cell, Dte. of Hr. Education, H.P with the remarks to upload the said orders on the deptt. Website.
12. Guard File.


Director of Hr. Education
Himachal Pradesh

12-4-22

Computer



170

No. SJE-A-A(10)-6/2012

Government of Himachal Pradesh
Department of Social Justice & Empowerment

From

The Addl. Chief Secretary (SJ&E) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla-02.
2. All the Heads of Departments in Himachal Pradesh.
3. All the Chairman/Managing Directors/Secretaries/Registrar of all the Public Sector Undertakings/Corporations/Boards/Universities etc. in H.P.
4. All the Deputy Commissioners in Himachal Pradesh.

91-53/36721
24/02/2015

US (Sd/-)
21/02/15
SJ&E

23/2

Dated, Shimla-171002, the 11th February, 2015

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

Sir,

21/02/15
Dr. G. S. Singh

I am directed to inform you that in pursuance of the guidelines of Govt. of India, Ministry of Social Justice & Empowerment, New Delhi regarding conducting of written examination for Persons with Disabilities, this Department hereby lay down the following uniform and comprehensive guidelines for conducting examination for the persons with disabilities:

- i. There is no need for fixing separate criteria for regular and competitive examinations.
- ii. The facility of Scribe/Reader/Lab Assistant should be allowed to any person who has disability of 40% or more if so desired by the person.
- iii. 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 a day before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.
- iv. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader/lab assistant should not be fixed. Instead, the invigilation system should be strengthened, so that the candidates using scribe/reader/lab assistant do not indulge in malpractices like copying and cheating during the examination.
- v. 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.
- vi. Persons with disabilities should be given the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or

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.

- vii. The candidates 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.
- viii. 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 candidates as well as suitable seating arrangement for giving examination.
- ix. The disability certificate issued by the competent medical authority at any place should be accepted across the state.
- x. 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 making use of scribe/reader/lab assistant. All the candidates with disability not availing facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case to case basis.
- xi. The candidate 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.
- xii. Paper 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.
- xiii. The examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading softwares 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.
- xiv. 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.

2. This is only a set of guidelines and can be suitably modified/ amended/improved upon or otherwise altered by the recruitment/examining bodies at their own end. However it may please be noted that these guidelines follow the directions issued by the Chief Commissioner for Persons with Disabilities, Government of India in case No. 3929/2007 in the matter of Sh. Copal Sisodia, Indian Association of the Blind Vs. State Bank of India & others on dated: 23.11.2010.

You are requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under your administrative control may be advised appropriately to ensure compliance of implementing these guidelines.

Yours faithfully,

Urmil Krar

(Urmil Krar)
Joint Secretary (SJ&E) to the
Govt. of Himachal Pradesh.
Phone No. 0177-2622187.

Endst. No. SJE-A-A(10)-6/2012 Dated: Shimla-02, the ⁸ 11 February, 2015

Copy forwarded for information and necessary action to:-

1. The Secretary, H.P. Vidhan Sabha, Shimla-04.
2. The Registrar General, Hon'ble High Court of H.P. Shimla-01.
3. The Registrar, H.P. Administrative Tribunal, Shimla-02.
4. The Registrar, H.P. University, Shimla.
5. The Secretary, H.P. Public Service Commissioner, Shimla-02 w.r.t. his letter No. 1-01/2013-PSC dated: 31-10-2014.
6. The Secretary, H.P. Subordinate Service Selection Board, Hamirpur, H.P.
7. The Secretary, H.P. Board of School Education, Dharamshala, H.P.
8. Guard File

Urmil

(Urmil Krar)
Joint Secretary (SJ&E) to the
Govt. of Himachal Pradesh.
Phone No. 0177-2622187.