

Instructions Regarding Use of Scribes

Authorization for Use of Scribes

The **Controller of Examinations (CoE)** may authorize the use of scribes for:

- **Blind candidates**, and
- **Candidates with disabilities** that prevent them from writing,

This approval is subject to recommendations from a **government medical officer** of at least the rank of **Civil Surgeon**.

Seating and Invigilation

- Candidates using scribes will be seated in a **separate room**.
- A maximum of **five candidates** will be allowed per room.
- There will be **one invigilator for every five candidates**.

Use of Own Scribe

- Candidates with **benchmark disabilities** who wish to use their **own scribe** must submit the scribe's details in the **prescribed format**.
- **Compensatory time of at least 20 minutes per hour** of examination will be provided to candidates using a scribe.

Appointment of Scribes

1. The **scribe must not be an employee** of the college.
2. The **scribe must not be a relative** of the candidate.
3. The scribe will **not be entitled to any remuneration**.
4. The **educational qualification** of the scribe should be **lower than that of the candidate**.
 - Preferably a **matriculate or higher** (but **not a graduate**).
 - The scribe must **not** be a student or graduate in the **same or related domain** (e.g., a Diploma/B.Tech holder in any branch of engineering **cannot** be a scribe for a B.Tech/M.Tech candidate).
5. A **declaration form** must be obtained from the scribe.
6. The **duly filled application form**, signed by the scribe, must be **forwarded to the Controller of Examinations** for approval.