



INSTITUTE OF BANKING PERSONNEL SELECTION
RECRUITMENT OF CLERKS IN PARTICIPATING BANKS
ONLINE EXAMINATION (CRP CLERKS XIII)

GUIDELINES REGARDING PERSONS WITH BENCHMARK DISABILITIES/ SPECIFIED DISABILITIES
USING THE SERVICES OF A SCRIBE

(This form will be collected during the examination)

The facility of Scribe / Reader would be allowed to candidates who are eligible to use the services of scribe and opted for the same in their online application form. The facility of scribe is meant for only those candidates with disabilities who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

1. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F. No. 16-110/2003-DD.III dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013-Welfare dated 26.04.2013, Office Memorandum F. No. 34-02/2015-DD-III dated 29.08.2018 of Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) and F. No. 29-6/2019-DD-III dated 10.08.2022.
2. The candidate will have to arrange his/ her own scribe at his/ her own cost.
3. The scribe may be from any academic stream.
4. Both, the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, conforming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that the candidate/scribe did not fulfill any of the laid down eligibility criteria or has suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the test/ examination.
5. Deliberate wrong information about the candidate/ scribe in declaration form submitted at the time of online application or at the time of examination or at any stage would render the candidate and scribe being debarred either permanently or for a specified period of time for CRP examinations.
6. Those candidates who are eligible to use scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination, if they have opted for the same in their online application form.
7. The scribe arranged by the candidate should not be a candidate himself/herself for the online examination under CRP Clerks XIII. If violation is detected at any stage of the process, candidature of both, the candidate and the scribe will be cancelled for CRP Clerks XIII.
8. The scribe arranged by the candidate should not be a scribe to any other candidate in the same examination process. In the event of such appearance of the scribe, the candidature of both the candidates may be cancelled and the scribe may be debarred to appear as scribe for future CRP examinations.
9. Only candidates registered for compensatory time (at the time of online application) will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he/ she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
10. Any candidate who is using services of scribe should ensure that he/she is eligible to use the services of scribe in the examination as per the above guidelines. Any candidate who is not eligible to use scribe as per the guidelines referred to above, but uses scribe in the examination shall be disqualified to participate further in the recruitment process. Also, such candidates can be removed from service without notice, if has already joined the Bank.

11. For candidates availing scribe in accordance with OM - F. No. 29-6/2019-DD-III dated 10.08.2022, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma attached as Appendix I in the Notification for CRP Clerks XIII. Such candidates shall also, upload their certificate while filling the application form.
12. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported/ detected after the examination by the test administrator personnel that the scribe independently answered the questions. In such cases, the Candidate and scribe may also be debarred either permanently or for a specified period from all CRP - examinations.
13. IBPS reserves the right to share the list of debarred candidates/scribes to other Recruiting agencies for their information.
14. IBPS/Participating Banks may also conduct (on voluntary basis) Online Aadhaar verification of the candidates/scribes.

Please fill up the DECLARATION and submit at the time of examination.

DECLARATION

We, the undersigned, Shri/Smt./Kum. **KURAPATI SATEESH** eligible candidate for the Online Main Examination for the Post of CLERK in Participating Banks to be held on **07/10/2023** at **08:00 AM** (Time) and Shri/Smt./Kum **CHIRANJEEVI YEMINENI** eligible writer (scribe) for the eligible candidate, do hereby declare that:-

1. The scribe is identified by the candidate at his/her cost and as per own choice.
2. The candidate has physical limitation to write including that of speed and he/she needs a writer (scribe) as permissible under the Government of India guidelines issued vide Office Memorandum F. No. 16-110/2003-DD.III dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Finance, Department of Financial Services vide letter F. No. 3/2/2013-Welfare dated 26.04.2013, Office Memorandum F. No. 34-02/2015-DD-III dated 29.08.2018 of Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) and F. No. 29-6/2019-DD-III dated 10.08.2022.
3. Candidates with disabilities who have physical limitation to write including that of speed shall be allowed compensatory time of 20 minutes per hour, if they have opted for the same in their online application form, whether availing the facility of scribe or not.
4. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Bank that there was necessity for use of a scribe as he/she has physical limitation to write including that of speed by the disabilities as mentioned in guidelines regarding persons with benchmark disability/ specified disability using the services of a scribe.
5. The candidate has ensured that the scribe is not a candidate for this process (CRP Clerks XIII).
6. The scribe has ensured that he/she has not appeared/ is not appearing as a candidate in this process (CRP Clerks XIII).
7. We declare that the scribe has not acted/will not act as a scribe to any other candidate in the same examination process.
8. We understand that at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidature will be cancelled. The candidature will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. In such an event, we are liable to be debarred from future IBPS CRP examination either for a specified period or permanently.
9. 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 fulfill 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 (both the candidate as well as scribe in case he/she has appeared in the same examination) will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, **KURAPATI SATEESH** (Name of the candidate) the candidate, certify that I am eligible to use the services of a scribe as per the Govt. Guidelines for conducting written examination of Persons with Disability.

I, **KURAPATI SATEESH** (Name of the candidate) the candidate for this recruitment certify that I have ensured that the above scribe has not appeared/ is not appearing for this Process (CRP Clerks XIII) as a candidate or as a scribe for any other candidate.



I, **CHIRANJEEVI YEMINENI** (Name of the Scribe) certify that I am not a candidate or a Scribe for any other candidate for this Process (CRP Clerks XIII). I will not solve/answer the questions on behalf of the candidate.

(Candidate's Signature)

(Scribe's Signature)


Online Scribe Form

Candidate Details:	Exam Details:
Candidate's Roll No.: 1151002343 Candidate's Name: KURAPATI SATEESH Post: CLERK Phase: Main	Bank/Organization: CRP CLERKS XIII Exam Date: 07/10/2023 Exam Time: 08:00 AM

Scribe Details:	
First Name: CHIRANJEEVI Middle Name: Last Name: YEMINENI Father/Mother/Guardian's Name: SRINIVASA RAO Email-Id: chiranjeeviyemineni@gmail.com DOB: 18/11/1991 Gender: Male Mobile No.: 6302660567 Relation with Candidate: Not Related	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Photo</p>  <p>Signature</p>  </div> <div style="text-align: center;"> <p>Photo</p> <div style="border: 1px solid black; padding: 5px; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;"> Paste & attest recent scribe's photograph. </div> <p>Signature</p> <div style="border: 1px solid black; width: 100px; height: 100px;"></div> </div> </div>

Scribe's Correspondence Address: 3 58 PEDDAVARAM NAGARAM MANDAL KANAGALA POST City: GUNTUR State: ANDHRA PRADESH Pincode: 522259 Highest Educational Qualification: Masters' / Post-Graduate

Scribe's ID Type : PAN Card : AFSPY9697N (Kindly attach the copy of ID Card):
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DECLARATION: I, CHIRANJEEVI YEMINENI (Scribe) certify that I have gone through the relevant clause in the Advertisement regarding PwBD/Specified Disability and Scribe candidates. I declare and undertake that I would not solve/answer questions in the examination independently. I understand that the candidate is liable to be debarred from the examination or future exams if it is found that I have answered the questions on my own. I am also liable to face legal actions if I indulge in malpractices as a Scribe along with the candidate. I am not a candidate and I have not acted/will not act as scribe for any other candidate for the same exam process.	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div> <p>Left Thumb Impression of Scribe</p>	<div style="border: 1px solid black; width: 100%; height: 100%;"></div> <p>Signature of Scribe</p>

If the above details are incomplete/wrongly filled, my candidature will be cancelled.

(Candidate's Signature)

(Invigilator's Signature)