

RECRUITMENT OF EXECUTIVE - SALES AND OPERATIONS (ESO): 2025-26

GUIDELINES REGARDING PERSONS WITH BENCHMARK 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:

- Please ensure that you are eligible to use the services of scribe as per Govt. of India guidelines governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/ her own scribe at his/ her own cost.
- Candidates eligible for and who wish to use the services of scribe in the exam should carefully indicate the name of scribe and the detail of their passport/Aadhaar/PAN Card/Driving License/Voter's Card in the application form.
- Both the candidate and the scribe will have to give a suitable undertaking along with one photo identity proof such as Passport/ Aadhaar/ PAN Card/ Driving License/ Voter's Card & Education Qualification proof of the scribe, in the prescribed format with passport size photograph of the scribe at the time of Examination.
- Any claim/request regards to change in scribe will not be accepted/entertained by the Bank. Therefore, candidates are advised to use caution while entering the scribe details & documents attachment.
- The qualification of the scribe **should be above matriculation but at least one level below the qualification of the candidate.** The candidate will have to submit a declaration (proforma will be given with call letter for the Online Test) confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe. Further, in case it later transpires that the scribe did not fulfill the eligibility criteria or suppressed or misrepresented material facts, the **candidature of the candidate will stand cancelled, irrespective of the result of the OT and services would be terminated, if appointed.**
- The scribe may be from any academic stream.
- 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 IDBI examinations.
- Those candidates who are eligible to use services of 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.
- The scribe arranged by the candidate should not be a candidate for this online examination. If violation is detected at any stage of the process, candidature of both, the candidate and the scribe will be cancelled.
- The scribe arranged by the candidate should not be a scribe to any other candidate in the same examination process.
- 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.
- A compensatory time of 20 minutes per hour of examination shall be permitted to the candidates who are eligible and have opted for the same in the online application form.
- 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. 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 using the services of a scribe in violation of the above guidelines shall stand disqualified and can be removed from service without notice, if has already joined the Bank.

- 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 Appendix I of the above mentioned OM. Such candidates shall also, upload their certificate while filling the application form.
- 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 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 IDBI – examinations.

Please fill up the DECLARATION and submit along with the call-letter.

DECLARATION

We, the undersigned, Shri/Smt./Kum. _____ **eligible candidate** for the Online Examination for the Post of _____ in IDBI Bank to be held on _____ at _____ (Time) and Shri/Smt./Kum _____ **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 rules governing the recruitment of Persons with Benchmark Disability.
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 (IDBI Bank- Rect. of ESO).
6. The scribe has ensured that he/she has not appeared/ is not appearing as a candidate in this process (IDBI Bank- Rect. of ESO).
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.
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, _____ the candidate, certify that I am eligible to use the services of a scribe as **(Name of the candidate)** per the Govt. Guidelines for conducting written examination of Persons with Disability.

I, _____ the candidate for this recruitment certify that I have ensured that the **(Name of the candidate)** above scribe has not appeared/ is not appearing for this Process (IDBI Bank- Rect. of ESO).

I, _____ (Scribe) certify that I am not a candidate for this Process (IDBI Bank- Rect. **(Name of the Scribe)** of ESO). I will not solve the questions on behalf of the candidate.

Signature of Candidate

Signature of Scribe

Given under are our signature and details:-

Details of the candidate:	
Roll No.:	Name:
<input type="text"/>	<input type="text"/>

Scribe Details:				
Mobile No.:	Date of Birth (dd/mm/yyyy):	Gender : M	F	Transgender
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:			<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"> Photo of Scribe </div>	
<input type="text"/>				
Email_Id :				
<input type="text"/>				
Father's Name:				
<input type="text"/>				
Address 1				
<input type="text"/>				
Address 2				
<input type="text"/>				
City:				
<input type="text"/>				
State:				
<input type="text"/>			Pincode:	<input type="text"/>
Highest Educational Qualification:				
<input type="text"/>				
Relationship with the candidate:				
<input type="text"/>				
Scribe's ID Type : (Tick appropriate box)				
<input type="checkbox"/> Aadhaar Card <input type="checkbox"/> Driving License <input type="checkbox"/> PAN Card <input type="checkbox"/> Passport <input type="checkbox"/> Voter ID Card				
Other ID (Specify) _____				
(Enter number of the selected ID below and attach the copy)				
ID No. <input type="text"/>				
I have gone through the relevant clause in the Advertisement regarding PwD and Scribe candidates. I declare and undertake that I would not answer/solve 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.				
Signature of the Scribe :				

(Signature of Candidate)

(Signature of Invigilator)