



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी  
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY  
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No. 33/7/2023-24/SSAs (DR) Prob Exam-2021/PDNASS/SSAs (DR) Exam/626

Date: 05.12.2023

To,

All Chairman, Board of Examination  
SSA Probationary Examination 2023

**Subject: Guidelines for conducting SSA Probationary Examination 2023 for persons with Disabilities in EPFO- regarding.**

Madam/Sir,

The following guidelines are issued in respect of persons with Disabilities who are appearing in SSA Probationary Examination 2023 to be conducted on 10<sup>th</sup> December 2023.

1. The facility of **Scribe/Reader** 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.

2. The facility of Scribe/Reader would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act 2016 but not covered under definition of Section 2(r) of the Act. The facility of scribe under this provision shall be granted subject to production of certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the concerned Medical Authority of a Government healthcare institution as per the proforma at **ANNEXURE-I**

The medical authority for the purpose of certification as mentioned above should be a multi-member authority comprising of the following:-

- Chief Medical Officer/Civil Surgeon/ District Medical Officer..... **Chairperson.**
- Orthopedic/PMR specialist
- Neurologist, if available\*
- Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/Special Educator
- Occupational therapist, if available\*
- Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

(\* the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District)

3. In case of candidates with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader shall be given, if so desired by the candidate.

4. In case of other category of candidates with benchmark disabilities, the provision of scribe/reader can be allowed on production of a certificate to the effect that the candidate concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **ANNEXURE-II**.

5. The candidate should have the discretion of opting for his/her own scribe/reader at his/her own cost or can request the Board of Examination for providing of scribe/reader. In case, the scribe/reader is provided by the Board of Examination, the candidates should be allowed to meet the scribe/reader **two days** before the examination so that the candidates get a chance to check and verify whether the scribe/reader is suitable or not.

6. The Board of Examination shall ensure that the scribe/reader should not be an employee of the EPFO. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader should not be fixed. Instead the invigilation system should be strengthened so that the candidates using scribe/reader do not indulge in malpractices like copying and cheating during the examination.

7. There should also be flexibility in accommodating any change in scribe/reader in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers. However, there can be only one scribe/reader per paper. The disability certificate issued by the competent medical authority at any place should be accepted.

8. The additional compensatory time should **not be less than 20 minutes per hour of examination** for candidates who are allowed use of scribe/reader. All the candidates with benchmark disability not availing the facility of scribe/reader may be allowed additional time of minimum of one hour for examination of 3 hours duration.

9. The candidates shall be responsible for any misconduct on the part of the scribe/reader brought by him/her during the examination. No attendant other than the scribe/reader for eligible candidates will be allowed inside the examination hall.

10. Proper seating arrangements (preferably on the ground floor) should be made for disabled candidates prior to the commencement of examination to avoid confusion or distraction during the day of examination. Separate seating arrangements should be provided to them so as to avoid distraction to other candidates. The examination venues should be easily accessible for persons with disability.

It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. Further, in case of any doubt, the guidelines issued from time to time by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment shall be followed.

Yours sincerely

(Ravindra Babra)

Regional PF Commissioner-I and Controller of Examination  
PDNASS

**Annexure-I**

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

**Signature of medical authority**

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer.....Chairperson	Officer/Civil Surgeon/Chief	District Medical		

Place:

Date:

Name of Government Hospital/Health Care Centre with Seal

**Annexure-II**

**Certificate regarding physical limitation in an examination 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, Loco motor disability–orthopedic specialist /PMR).