

# **NOTICE**

**Ref: Notification No: MPP/2025/04 Dated 24.11.2025**

**Subject: Notice for PwBD Candidate(s) who have opted for Scribe during Online Application Process.**

Candidate(s) who have opted for Scribe during Online Registration Process will have to mandatorily submit **Annexure-I (Certificate regarding Physical Limitation of an examinee) & Annexure-II (Letter of Undertaking for Using Own Scribe)** to WBSEDCL at the Helpdesk Email Address i.e. [recruitment.helpdesk@wbasedcl.in](mailto:recruitment.helpdesk@wbasedcl.in).

The request for Scribe along with necessary declarations has to be submitted to WBSEDCL within **02 days** (i.e. by **20.01.2026**) from the date of upload of e-Admit Card for Computer Based Test (CBT) (i.e. **19.01.2026**) through email only under the subject-line **"Approval for Scribe with related Declaration"** positively.

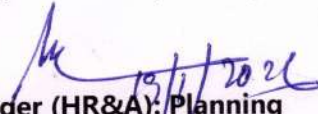
The Scribe details if approved by WBSEDCL, then the **Annexure-II** will be duly endorsed send back to the candidate through revert email from [recruitment.helpdesk@wbasedcl.in](mailto:recruitment.helpdesk@wbasedcl.in) only (**atleast 3 days before the date of Computer Based Test (CBT)**).

Only after receiving due approval from WBSEDCL through a confirmation email, the candidate can appear in the Computer Based Test (CBT) with their Scribe by carrying the signed & stamped copy of **Annexure-II** (preferably colour print-out) along with the **Declaration Form** appended below, else they shall not be allowed to appear for Computer Based Test (CBT).

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## **Guidelines for using Scribe:**

1. The candidate shall have to arrange their own Scribe.
2. The candidate eligible for and who wish to use the services of a Scribe for the CBT should invariably carefully indicate the same in the Online Application Portal. Any subsequent request will not be entertained.
3. **Conditions for using a Scribe:**
  - a. A person acting as a Scribe for one candidate cannot be allotted as a Scribe for another candidate.
  - b. The qualification of the Scribe should be one step below the required qualification for the post for which the candidate is applying for.
  - c. Scribe should not answer on behalf of the candidate.
4. In case, if it is detected that the candidate did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the Computer Based Test (CBT)/Personal Interview/ at any later stage of selection process.
5. Those candidates who are availing the facility of a Scribe shall also be eligible for compensatory time of 20 (Twenty) minutes for every hour of the examination.

  
**General Manager (HR&A): Planning**  
**WBSEDCL**



## **DECLARATION FORM**

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### **TERMS AND CONDITIONS FOR USING THE SERVICES OF A SCRIBE FOR CBT**

The facility of Scribe would be allowed to candidates having disability of 40% or more as per existing statute as defined under Section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed, if so desired by the candidate. In all such cases where a Scribe is used, the following rules will apply:

- The candidate should ensure that he/she is eligible to use a Scribe as per the Government of India rules and Communication No. Com/816 Dt. 17.12.2021 of the State Commissioner for Persons with Disabilities, Government of West Bengal in this regard.
- The candidate will have to arrange his/her own scribe at his/her own cost. No TA/DA or any remuneration will be paid by WBSEDCL either to the Candidate or the scribe brought by him/her.
- Both the candidate as well as the Scribe will have to give a suitable undertaking as per the format uploaded with passport size photograph of the Scribe & Candidate. Further, in case it later transpires that the Candidate/Scribe has suppressed any material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the test/examination.
- Candidates with disability who have physical limitation to write (including that of speed) and using the facility of Scribe shall be allowed compensatory time of 20 minutes per hour of the examination.
- Any candidate who is not eligible to use scribe as per the guidelines referred above, but uses scribe in the online examination shall be disqualified to participate further in the recruitment process. Any candidate who is using scribe should ensure that he/she is eligible to use scribe in the examination as per the Govt. guidelines.
- Violation of any of the instructions shall entail cancellation of the candidature of the candidate in addition to any other appropriate action that may be taken by WBSEDCL against the Candidate/Scribe. Both the candidate and the Scribe shall be subject to the rules of examination and action will be taken against them for violation of the same as per rules of the examination.
- The Candidates with disabilities, who will bring their own scribe to appear for CBT, will be allowed to use the assistance of such Scribe, only if he/she submits the WBSEDCL's endorsed Annexure-II Format and the duly signed "Terms and Conditions" form for such purpose as per enclosed format at the Test Venue on the date of CBT.
- The qualification of the Scribe should be one step below the qualification of the candidate taking the online examination.
- The Candidates with disabilities, who have been permitted by WBSEDCL to bring their own scribe to appear for the CBT, will not be allowed to change their Scribe subsequently.
- The scribe will read out the question to the candidate and on candidate's instruction, will mark the answer.
- The scribe will make no gestures, sound or any other response or communication designed to indicate to the candidate the correctness or otherwise of the answer being recorded by him/her. Any such attempt would entail disqualification of the candidate and stringent action against both the candidate and the scribe shall be taken.
- The peace in the examination hall or of the other candidates seated in the examination hall should not be disturbed while the scribe reads out the questions to the candidate or when the candidate indicates the correct response to the scribe for marking.
- The candidate and the scribe will sign a declaration that they are aware of/have read the Instructions regarding the conduct of the candidate and his/her scribe and they undertake to abide by these Instructions.

If my declaration is found false, I shall be solely responsible for the consequences and loss suffered by the candidate. I have read the terms and conditions mentioned above. I will abide by the stated terms and conditions.

**Signature of Scribe**

If my declaration is found false, I shall be solely responsible for the consequences. I am engaging the Scribe at **my own cost and risk**. I understand that if the declaration of the scribe is found false, I may be debarred from the examination and my candidature will be cancelled ab-initio. I have read/am aware of the terms and conditions stated above and will abide by them.

**Signature of the Candidate**

**Submit the filled-in format at the Test Venue on the date of the 'Computer Based Test'.**